



# Monterey Regional Waste Management District

## ***Job Description***

Position:	Human Resources Coordinator	FLSA Status:	Non-Exempt
Department:	Human Resources	Bargaining Unit:	None/Confidential
Reports to:	HR Manager	Approved:	July 2022

### **DEFINITION**

Under general supervision, performs a variety of technical and administrative duties relating to staffing functions including recruitment, benefits administration, performance management, leaves of absence, workers' compensation; provides information and assistance to employees regarding human resources activities, processes, policies, and procedures; prepares various correspondence and memoranda; coordinates activities related to area of assignment; and performs a variety of tasks requiring specialized knowledge related to area of assignment.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Perform clerical and administrative tasks for assigned areas of responsibilities, such as training coordination and scheduling, workers' compensation claims processing and monitoring, performance management reporting and tracking.
- Provide customer service, both in-person and by telephone; screen and direct telephone calls; take and relay messages; answer questions from employees and public regarding human resources issues, rules, and regulations relating to human resources management; respond to employment verification requests, and other requests for information.
- Coordinate, schedule and track employee physical exams, drug screening, or other medical assessments.
- Compose and type letters, memos, emails and other correspondence related to assigned human resources programs and activities; prepare a variety of reports including technical reports and status reports pertaining to human resource management programs and activities.
- Process personnel actions forms and maintain personnel records to ensure timely performance evaluations and appropriate actions.
- Maintain personnel files and records, including logs (data entry), filing, etc.
- Research, compile and analyze data for special personnel projects and reports.
- Provide back-up support to HR Technician and assist with recruitment process by creating new employee files and application packets, posting job openings, coordinate interviews, process new hire paperwork, maintain and track appropriate records for EEO compliance and assist with new employee benefit enrollment process, as needed.
- Coordinate and schedule employee trainings and meetings and various events by making room arrangements, developing announcements, flyers, etc., and ensuring equipment and supplies are available.
- Performs data entry in HRIS for new hires, terminations, performance evaluations and other employee changes.
- The position requires excellent time management, multi-tasking and excellent written and oral communication skills in both English and Spanish.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and adhere to assigned work schedule and meet District attendance standards.
- Other related duties as assigned.

**QUALIFICATIONS****Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of varied and responsible experience in Human Resources or similar administrative support function. Associates degree required. Education requirement can be substituted for five years of experience working in the Human Resources field.

Bilingual in English/Spanish required (written and oral).

CA drivers' license required.

**Knowledge of:**

- Human Resources functions and processes desired
- Safety regulations and processes; workers' compensation regulations and processes desired
- Establishing and maintenance of record keeping and information retrieval systems
- Proper English usage, grammar, punctuation and composition
- Proper Spanish usage, grammar, punctuation and composition
- Sound customer service practices and procedures
- Intermediate knowledge of MS Office Suite: Word, Excel, PowerPoint, Outlook
- Basic accounting and statistical record keeping desired

**Ability to:**

- Multi-task and complete work with regular interruptions, while maintaining focus and attention to detail
- Facilitate training sessions.
- Perform a wide variety of complex and specialized administrative support tasks
- Interpret, explain and apply policies, rules and regulations
- Maintain standards of confidentiality
- Gather, organize, analyze and present a variety of data and information
- Prepare clear, concise, and accurate records and reports
- Communicate clearly and concisely, both orally and in writing
- Apply sound judgement in a variety of circumstances with or without specific instructions

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 25 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**Mental Demands** - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

**Work Environment** - Work is performed in an office environment and outdoors on approximately a 80/20 basis; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with other District employees and members of the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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Employee Signature

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Date

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Employee Name – Please Print