

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist with the planning and execution of policies such as employment, training, and employee services. Duties and responsibilities include maintaining and updating employee databases, conducting training for new employee orientation, assisting with research, completing and filing various forms/documentation, providing information and assistance, and performing other tasks as assigned. Reports to Human Resources Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Provides information and assistance to employees, supervisors, directors, or other individuals regarding employment documentation, personnel issues, rules/regulations, policy interpretations, procedures, timeframes, forms, or other issues; responds to routine questions or complaints.

Maintains employee database of full-time and part-time employees; records and updates information in employee database, such as current addresses, telephone numbers, and job classification information; works with departmental supervisors to ensure accuracy of employment records.

Posts position openings both internally and externally; responds to public inquires on positions available in the County employment.

Assists with the verification and maintenance of documentation relating to personnel activities such as staffing, recruitment, training, performance evaluations, and classifications.

Assists with maintaining and updating job descriptions for all positions in the County; interviews employees in order to obtain information about the physical, mental, and educational requirements of jobs as well as essential functions required by the job.

Responsible for planning and conducting employee orientation sessions for new employees to explain key personnel policies and foster positive attitude toward County objectives.

Participates in recruitment efforts for all exempt personnel, nonexempt personnel and temporary employees.

Assists departments and new employees with completion of necessary paperwork; ensures completion of documentation such as I-9 verification, W-4 form, retirement forms, and other required documents; forwards copies of pertinent documentation to payroll as appropriate.

Explains County personnel policies, benefits, and procedures to employees or job applicants.

Prepares or completes various forms, reports, correspondence, personnel forms, or other documents.

Creates and promotes a HR Newsletter to send to all employees about upcoming events for County Employees.

Rutherford County, Tennessee • Human Resources Coordinator

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, payroll, inventory, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains file system of departmental records and logs; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, county officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Participates in developing department goals, objectives, and systems.

Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Assists human resources generalist and human resources director with special projects as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires considerable knowledge of principles and practices of human resources. Requires effective oral and written communication skills, excellent interpersonal skills, and computer literacy.

Five (5) years of experience in the human resources field; or a bachelor's degree in human resources or related field; supplemented by one (1) year previous experience and/or training involving human resources administration, office administration, file/record management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Professional in Human Resources (PHR) certification preferred. Must possess and maintain a valid Tennessee Drivers license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 2 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 5-8 Maximum Continuous Time: 1

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: Filing and inventory

Frequency: once a week for catch up filing day and on an as needed basis otherwise

5. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Very Often		
21-36"	Never			

6. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

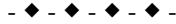
Inside Building	98 % of time
Outside	2 % of time

7. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Hourly



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date