



# SENIOR EMPLOYMENT COORDINATOR

<b>DIVISION:</b>	HUMAN RESOURCES
<b>DEPARTMENT:</b>	
<b>SUPERVISOR:</b>	HUMAN RESOURCES MANAGER
<b>SUPERVISION EXERCISED:</b>	NONE
<b>SALARY/WAGE STATUS:</b>	EXEMPT, GRADE 7
<b>CIVIL SERVICE STATUS:</b>	NO
<b>PERS STATUS:</b>	GENERAL SERVICE
<b>BARGAINING UNIT:</b>	NO
<b>REVISION DATE:</b>	7/10

## PRIMARY PURPOSE

Independently performs duties and responsibilities in the management of the District's union and non-union employment programs. Manages employment activities and works with the HR Manager to create and administer associated policies. Generally responsible for developing recruitment and diversity outreach programs and policies. Manages District's relationship with Civil Service Commission and Chief Examiner to ensure effective, fair staffing outcomes. Responsible for coordination of job fairs, new employee orientations and employee exit interviews. Participates in training activities related to employment.

## ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

1. Manages the internal and external hiring and selection process for all District career and volunteer positions. Develops recruitment, examination and selection plans in conjunction with hiring department's designee, utilizing best practices in the fields of recruitment, assessment and selection. Conducts job analyses; writes classified ads and interview questions; develops and runs assessment centers; arranges and organizes testing sites, materials, schedules, and personnel; prepares testing materials, conducts interviews, presents job offers, and performs other duties related to recruitment, examination and selection as required. Oversees third party vendors contracted to provide application and examination support. Ensures all new hire paperwork and forms are completed and submitted in a timely manner for HR and Finance processing. Coordinates with external vendors to fill temporary staffing requests.

2. Works with other HR staff and District personnel to manage new employee orientations in such a manner so as to educate and inform new employees regarding a variety of topics including District policies and procedures, benefits available to the employee and their dependents, technology applications, and any other questions relevant to the employment process. Assures orientation materials are kept current with policy and benefits information.
3. Manages relationships with Civil Service Commissioners, the Chief Examiner, and the Union's liaison to the Commission. Coordinates Civil Service meetings and issues to ensure that all matters relating to the District's Civil Service System are provided for. Assists the Chief Examiner and the Commission as requested to conduct administrative matters relating to Civil Service. Specific duties may include coordinating hearings and meetings, preparing and distributing materials and documents, attending meetings, distributing minutes of meetings and actions taken by the Commission, maintaining Civil Service files and lists, and coordinating and initiating hiring procedures including job announcements, testing, and interviewing. Arranges for minutes to be taken.
4. Works with the HR Manager to develop, monitor and revise as necessary the multi-year strategic plan for diversity outreach for the District including establishing appropriate benchmarks to evaluate progress. . Takes a primary role in executing diversity and outreach strategies as outlined in the diversity plan. Develops and coordinates activities relating to diversity outreach for union and non-union positions. Creates an internal network of employees who support diversity outreach efforts and willing to attend outreach functions. Chairs District's Outreach Committee.
5. Coordinates filling temporary staffing assignments, working with managers requesting temporary staff as well as the appropriate staffing agencies. Ensures purchase order is approved prior to filling assignment.
6. Coordinates light duty assignments, working with departments requesting light duty support as well as individuals placed on light duty due to an on-the-job injury. Ensures responsibilities are appropriate to the individual in terms of skill type and level as well as limitations imposed by the physician involved. Ensures timekeeping requirements are met.
7. Maintains metrics associated with the staffing function to facilitate analysis of trends and achievement of staffing goals. Assists the HR Manager in developing appropriate metrics related to the staffing function.
8. Coordinates employee separation process, including notifying key internal personnel of separations, facilitating return of District property, and conducting exit interviews with separating employees.
9. Participates in departmental training activities which focus on employment. Some of these may include training such as civil service procedures, interviewing skills, creating interview questions, assessing candidates prior to making a selection, and how to orient new employees to the workplace.
10. Acts as primary liaison to the Finance Department for purposes of ensuring the payment of all bills and obligations relating to District employment activities.

11. Utilizes the human resources information system to update personnel records as required for departmental and organizational purposes.
12. Oversees the work of administrative and/or temporary staff dedicated in whole or in part to supporting these functions. Assigns workload to staff as appropriate.
13. Assists the HR Manager in developing the annual Civil Service budget for the District, including coordinating with various high-use Divisions to anticipate long-term staffing needs, and developing budget accordingly.

### **SECONDARY FUNCTIONS**

1. Assists with personnel law issues as needed.
2. Assists in the development of department objectives and annual budget.
3. Assists in the writing and implementation of District policies and guidelines.
4. Takes part in various District committees as requested by the HR Manager or Director.
5. Attends meetings and seminars to stay abreast of changing issues related to the Human Resources function as assigned or approved by the Director.
6. Performs other duties as assigned.
7. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.
8. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

### **JOB SCOPE**

Performance of duties involves extensive contact with others both inside and outside the organization, performing job functions under minimal supervision. This position reports to the Human Resources Manager. Manages projects and programs with a high degree of complexity that have significant budgetary and reputational impact upon the District and requires significant sensitivity to organizational and individual concerns and high degree of personal judgment. Poor decisions may expose the District to significant liability.

### **JOB QUALIFICATIONS**

- Bachelor's degree or Associates and Certificate in Human Resources Management or equivalent required; A minimum of four (4) years experience in a human resources department with experience in hiring and selection (preferably in a Civil Service environment), human resources information systems, training required. General knowledge of federal and state laws pertaining to personnel management including, Title VII, ADA, Diversity plans, ADEA, and FLSA required, or an equivalent combination of education and experience will be considered.
- Demonstrated ability to develop effective analyses of complex issues and processes, including job analyses.
- Requires the ability to travel throughout the District to various work locations in order to fulfill the Essential Functions of the position. Must possess a current, valid driver's license, and maintain a driving record insurable by the District's insurer in order to drive a District owned vehicle.
- Strong customer service and customer relations skills required.
- Knowledge of general office procedures and protocol as required to effectively perform assigned duties.
- Ability to effectively utilize the human resources information system to organize record keeping functions.
- Ability to maintain a high level of confidentiality as it pertains to personnel and organizational issues.
- Ability to organize and prioritize multiple projects and perform within expected standards of quality, quantity and timeliness on those projects as determined by the supervisor.
- Ability to effectively communicate to a variety of people in both individual and group settings, both inside and outside the organization.
- Ability to perform those physical activities required for essential functions including, but not limited to the ability to be mobile, continual sitting, frequent keyboarding, continual talking and hearing in person and over the phone, continual seeing, and all other activities as needed in the performance of essential functions.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to remain calm in emergency situations.
- Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to any specialized software necessary for the performance of job duties.
- Ability to work independently.

- Ability to establish and maintain courteous working relationships with others both inside and outside the Fire District.

### **WORKING CONDITIONS**

Involves minimal exposure to hazards or adverse environmental conditions as most work is performed in an indoor office environment. Duties require occasional travel to District locations and occasional travel outside the District for training and conferences.