

## Human Resources Coordinator

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DEPARTMENT:	Human Resources
GRADE:	64
CLASS CODE:	HRCOORD
FLSA STATUS:	Exempt
UNION STATUS:	Non-Represented
REVISED DATE:	August 2020

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### Summary:

The Human Resources Coordinator provides analysis, guidance, and recommendations in the areas of policy and procedure development, labor relations, organizational development, and state and federal Human Resources law compliance under limited supervision. This position acts as support for the Recruitment and Retention Coordinator.

### Reporting Relationships and Team Work:

A coordinator is a subject matter expert who may provide direction to staff and works as a bridge between departments, employees and functions. This position is supervised by and reports to the Operations Director as part of a service oriented team.

### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Provides advice and guidance to appointing authorities, managers, supervisors and employees regarding personnel policies and procedures, labor relations, organizational development and state and federal laws.
2. Coordinates the implementation of new and revised Human Resources policies, procedures, programs, and systems. Disseminates state and federal labor law posters and notices as required.
3. Acts as liaison between TRL Administration and represented staff; schedules labor relations meetings, negotiations and hearings and communicates outcomes with staff, managers and union representatives.
4. Investigates complaints initiated by management or employees; evaluates relevant information to make recommendations on resolution of employee relations matters. Consults with legal counsel as needed.

5. Interprets employee union contracts, personnel policies and federal and state laws.
6. Conducts confidential research, including salary surveys and classification and compensation issues as they pertain to reclassification requests and labor negotiations.
7. Prepares and maintains workplace injury logs, monitors unemployment claims for accuracy, and processes FMLA/Paid Family Leave requests and requests for accommodation.
8. Maintains workplace injury and disciplinary records in compliance with applicable state and federal laws and internal reporting requirements.
9. Assists in the development and implementation of Human Resources strategic plans, goals and objectives.
10. Prepares and maintain reports for TRL's Union, Administration, and Board of Trustees.
11. Serves on applicable administrative committees as representative of Human Resources.

### **Core Skills and Qualities:**

*Employees are expected to demonstrate the following qualities at all times:*

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Current knowledge of the principals and practices of public personnel administration.
2. Current knowledge of Federal and State regulations governing human resources activities.
3. Knowledge of Unions, labor relations, and negotiation practices.
4. Knowledge of developing and implementing policies and procedures.
5. Ability to conduct job analysis and apply the findings to development of selection processes or position allocations.
6. Ability to conduct thorough and impartial investigations.
7. Skill in prioritizing and managing projects.
8. Skill in working with a diversity of individuals.
9. Ability to communicate effectively and work as a member of a service-oriented team.
10. Ability to establish a sound working partnership with management, staff, and the Union.

## **Technology Requirements:**

- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used in human resources applications.

## **Education and Experience:**

Associate's Degree in Human Resources or related field, and five years of Human Resources experience; OR an equivalent combination of education and experience. Bachelor's Degree in Human Resources or related field may substitute year for year of experience.

## **Licenses, Certifications, and Special Requirements:**

- A valid Washington State Driver's License.
- Specialized training in labor relations, working with Unions, and negotiations preferred.
- Professional in Human Resources (PHR) certification is desired.

## **Physical and Environmental Conditions:**

- Work is performed in a standard office environment, but can include contact with the public in a library environment.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.