

## EXHIBIT C



### **CLASS SPECIFICATION**

**CLASS TITLE:** Human Resources Coordinator

**DEFINITION:** Under general supervision, provides responsible and technical administrative support for Human Resources activities and functions; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** This is a technical support class, performing work in general Human Resources areas as well as providing complex and responsible administrative support. This class is distinguished from other office support classes due to the technical knowledge of the Human Resources field that is required.

**TYPICAL TASKS:** Duties may include, but are not limited to the following:

1. Monitors and processes forms related to various Human Resource activities, including salary increases, onboarding, performance evaluations and worker's compensation claims.
2. Prepares and maintains worker's compensation injury reports and records; processes claims and related actions; coordinates with various departments and other medical providers/third party administrators and attorneys; ensures payment of bills and all follow-up for accurate recordkeeping.
3. Implements and tracks on-boarding and off-boarding processes for regular and seasonal employees as well as contractors, volunteers and temporary staff; prepares and tracks necessary paperwork for employees; orients new employees and assists them in completing necessary new hire forms.
4. Calculates various payments due to employees under memoranda of understanding and other agreements and policies.
5. Plans and participates in recruitment and selection procedures; prepares job announcements and advertising materials and places ads; assists in determining selection processes.
6. Screens applicants for technical, behavioral and cultural competencies through application and phone screening; schedules interviews and administers written and performance processes; prepares hiring managers and other interviewers to conduct legally defensible selection processes; notifies candidates at all steps of the selection procedure; collaborates with the hiring department throughout the job offer, background/reference check and on-boarding phases.

7. Acts as liaison for employees to solve problems and answer human resources related questions; refers employees to the proper source for information.
8. Provides salary, benefit, policy, procedure, MOU and related information to employees and other organizations.
9. Gathers compensation information and prepares reports; conducts surveys regarding City policies and procedures, analyses data and makes recommendations.
10. Prepares confidential correspondence and maintains a variety of confidential files; prepares periodic and special reports regarding Human Resource activities.
11. Maintains the department's website and manages the City's Human Resources social media presence.

**MINIMUM REQUIREMENTS:**

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

Equivalent to two years of progressively responsible secretarial or office administrative work. Experience in a Human Resource function and some college-level training is desirable. Related education may be substituted on a year-for-year basis.

**Knowledge of:** Basic Human Resource administration practices and terminology, particularly as related to recruitment, selection, compensation and benefits administration; basic functions and structure of a municipal government; standard business software applications: word processing (e.g. Microsoft Word), spreadsheet (e.g. Excel), communications and scheduling (e.g. Outlook); creating fillable forms; website administration and social media platforms.

**Skills in:** Understanding, interpreting, applying and explaining complex policies, procedures, laws and regulations; assisting in the development of effective recruitment plans and selection procedures; preparing clear, concise and effective written materials; maintaining accurate records and files; researching and compiling information and preparing reports and recommendations; exercising sound judgment within established guidelines; independently organizing and effectively prioritize own work, to track action items and deadlines for self and others, and to prompt others when action is needed; building trust and collaborative relationships, including interacting effectively and collegially with a diverse group of individuals from varying cultures, ethnicities, and backgrounds; use of tact and diplomacy to accomplish tasks in a timely fashion; seeing situations/issues from others' viewpoints; maintain professionalism at all times; flexibility to meet deadlines in a high volume work environment and ensure smooth work flow; handle multiple tasks simultaneously; take work direction from multiple staff members; maintaining attention to detail and producing accurate and timely work despite frequent interruptions..

**Special Requirements:** This position may require possession of a valid California Driver's License.

July 1990; June 2018  
FLSA: Nonexempt