



Job Description

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TITLE:

Human Resource Coordinator

REPORTS TO:

CFO

SUMMARY OF RESPONSIBILITIES:

The Human Resource Coordinator is responsible for providing Recruitment, Compensation and Benefits, Training and Development and Administration support. This position functions as an administrative assistant and provides assistance to employees, applicants and visitors.

A Successful Human Resource Coordinator:

Recruitment: Analyzes hiring and promotional practices to ensure that the DDD is in compliance with state and federal laws.

Compensation and Benefits: Develops a fair, equitable and competitive total compensation and benefits package.

Training and Development: Develops training materials and coordinates employee learning programs.

Payroll: Processes payroll bi-weekly by collecting, entering, and auditing data.

Administration: Assist in administering the DDD office, facility management and related activities.

QUALIFICATION STANDARDS

The ideal candidate will possess these professional and personal attributes:

EDUCATION

A baccalaureate degree plus one year of professional level human resources experience.

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

At the discretion of the President/CEO experience may be substituted for education.

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EXPERIENCE

Handling requests for information, conducting research, preparing statistical reports, drafting correspondence on behalf of the department head, scheduling meetings as well as other administrative duties.

Advocate for both the Agency and the people who work in the Agency and assist with employee engagement activities.

Ensure proper processing of payroll deductions for taxes, benefits, charitable contributions and other deductions.

Providing advice, coaching, and counseling to employees and managers regarding policy and procedure interpretation and employment relations issues.

Knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management and employment law.

ESSENTIAL DUTIES.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the Human Resource Director and the appropriate senior leader/manager.

Processes bi-weekly payroll.

Ensures proper entry, storage, security, and use of employee data.

Participates in negotiation of benefit contracts and costs, revising benefit plan as required, enrolling employees, and discontinuing benefits as necessary.

Ensures that personnel and compensation practices are following state and federal laws and regulations along with the Board adopted policy.

Participates in the development of Human Resource Policies and Procedures.

Answers employee questions regarding interpretation of employment and benefit policies and assists employees with problem resolution.

Keeps and maintains records of insurance coverage, pension plan, and personnel transactions, such as hires, promotions, transfers and terminations.

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Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.

Prepares and administers FMLA, ADA, COBRA correspondence and forms along with other actions in accordance with federal or state law.

Reviews and produces Human Resources solutions by collecting and analyzing information, recommending courses of action.

Files and manages worker compensation claims.

Oversees the employee performance review and process.

Conducts exit interviews and new hire orientation.

Assists with recruitment and retention efforts.

Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.

Performs other related duties as assigned.

SUPPORTIVE DUTIES & RESPONSIBILITIES

Directs the activities of Human Resource Department in the absence of the CFO.

Temporarily assumes leadership of accounts payable processing during staff accountant absences.

KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential duties of the position, with or without reasonable accommodation, using some combination of knowledge, skills, and abilities:

- Entry level HR knowledge and related experience
- Ability to thrive in a fast-paced environment
- Strong organizational skills and attention to detail
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite

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- Ability to work effectively both independently and as part of a cross-functional team
- Dedicated self-starter who takes initiative on appropriate tasks

SALARY RANGE

Up to \$45,000 with a generous benefits package, including medical, PTO, paid holidays, and more

Please e-mail your resume and cover letter to Bianka Brown, Chief Financial Officer, at bbrown@downtownnola.com. The DDD thanks you for your interest.