



**HUMAN RESOURCE COORDINATOR
(Assistant Director of Human Resources)**

DEPARTMENT: Human Resources

NATURE OF WORK:

Assists the Human Resource Manager in planning, organizing, directing and coordinating the County's comprehensive human resource management programs. Manages and performs work in assigned human resource functional areas, including, but not limited to: recruitment and retention, employee relations, diversity, recognition, training, volunteer services, benefits, compensation, or human resource information systems. Work is performed under the managerial direction of the Human Resource Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

Serves as a member of the Human Resource Department management team in developing the strategic vision, goals, measures and work plan for the department.

Plans, manages and performs work in human resource functional areas as assigned.

Develops, coaches and supervises assigned professional and/or administrative staff.

Works with supervisors and employees to resolve employee relations and management issues, which may include disciplinary actions, discriminatory harassment complaints and grievances. Ensures actions taken are in compliance with James City County personnel policies and procedures, sound human resource management practices, and applicable laws and regulations.

Keeps up to date on current trends and legislation in the human resource field. Recommends changes to policies, procedures and practices to reflect best management practices and comply with current laws and regulations.

Gathers, analyzes and maintains data for use in developing, evaluating and changing programs. Uses data in formulating goals and objectives. Produces reports as necessary.

Communicates management decisions, policy information and policy changes to employee and management groups.

Accomplishes work through facilitating or actively contributing to employee teams, committees or focus groups.

Plans and conducts training for employees on a variety of personnel policies/issues, as needed.

Performs human resource related duties in the absence of the Human Resource Manager.

Performs work safely in accordance with departmental safety procedures and County Safety Program. Operates equipment safely and reports any unsafe work conditions or practices to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs other related duties as assigned.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting. Travel to attend meetings and visit work sites throughout the County required. Operates personal computer and standard office equipment, such as telephone, copy and fax machines.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Thorough knowledge of:

- the principles, practices and techniques involved in human resource administration, organization and operation.
- the principles and practices of effective management and supervision, motivation, performance evaluation, progressive discipline and grievance procedures.
- applicable federal, state and local laws, codes and regulations, including public sector labor laws and equal employment opportunity laws, regulations and concepts.

Working knowledge of:

- emerging trends and practices in human resource management.
- software applications, including, but not limited to word processing, spreadsheets, and websites.
- human resource information technology.

Ability to:

- initiate, develop and effectively manage a wide range of human resource policies, programs and functions.
- plan, organize, manage, and evaluate work of assigned staff.
- supervise and participate in the establishment of department and Countywide goals, objective and methods for evaluating achievement and performance levels.
- apply and explain applicable laws, codes and regulations.
- gather, manipulate, and interpret data and make appropriate recommendations for actions.
- research information and develop and implement policies and procedures.
- make adjustments to processes and procedures to improve effectiveness.
- provide consultation to employees and managers in resolving employee relations problems.
- facilitate groups and build consensus.
- prepare clear and concise written reports and correspondence.
- make oral presentations to clearly convey information, persuade, and build relationships.
- work collaboratively and maintain effective working relationships with County officials, employees and the general public.
- develop and conduct training programs.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Public Administration, Business Management, Human Resource Management, or related field; Masters Degree and/or certification as a Human Resource professional through an approved agency preferred; and, extensive professional human resource work experience, which shall have included supervisory and program management experience.

Revised January, 2007
hrcoord557_019_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Human Resource Coordinator Position Number: 557
Department: Human Resources Division: Personnel

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull		✓					✓		
Hold/Carry			✓				✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|-------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓						✓		
Sit			✓					✓	
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			