Title: HR Coordinator

Pay Scale Group: 14-01

Essential Function

Under general supervision from a designated administrator, review, analyze and facilitate the implementation of HR processes within an organization.

Characteristic Duties

Will coordinate HR functions for an operating unit

Work with Talent Acquisition on job postings, recruitment, and selection process.

Assist or coordinate payroll processing for organizational unit

May act as Personnel Change Request (PCR) initiator for organizational unit

Analyze various HR data for quality improvement recommendations.

Assist with project management functions

Assist with implementing policies to ensure compliance with federal and state regulations

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with at least one (1) year of experience; -OR- Associate’s degree with three (3) years of experience; -OR- five (5) years of experience. Degree must be in business, human resources or related field. Requires basic computer and software knowledge, strong written and verbal communication skills and multi-tasking and the ability to work with a diverse group of people.