

# HR Coordinator

<b>Working Title:</b>	HR Coordinator
<b>Job Family</b>	Human Resources
<b>Proposed Classification Title:</b>	Program Assistant II/Program Coordinator I
<b>Proposed Pay Grade:</b>	P32/P33
<b>Job Category</b>	Professional & Scientific

## **Minimum Qualifications:**

**Program Assistant II (P32)** – Bachelor’s degree and 1 year of related experience; OR a combination of education and/or related experience totaling 5 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

**Program Coordinator I (P33)** - Bachelor’s degree and 2 years of related experience; OR a Master’s degree; OR a combination of education and/or related experience totaling 6 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

## **Summary – HR Coordinator:**

Provides direct HR support to managers and employees in delivering general, professional level HR services using a working knowledge of all applicable policies and procedures. Fields questions on HR practices and strategies and escalates to the HR Partner as needed. Provides Workday expertise and process support; leveraging system in order to complete all necessary business processes.

## **Sample Duties:**

- Provides frontline HR guidance and customer service support to units as it relates to creating and managing positions, staffing needs, managing and tracking employment changes, processing pay changes, and managing academic appointment process.
- Connects customers with appropriate departments for other HR services, as needed.
- Maintains working knowledge of all applicable HR policies and procedures, and ensures process compliance.
- Advises managers and employees on HR policies and procedures; trouble-shooting and answering questions as needed.
- Escalates complex HR issues to HR Partner.
- Processes HR business processes in Workday (i.e., reviews and approves manager-initiated processes and/or initiates processes) on behalf of the manager.
- Ensures process compliance with applicable rules, regulations, and policies.
- Maintains data integrity (i.e., reviews data for accuracy).

## **Preferred Qualifications:**

- Working knowledge of HR principles and practices, rules, regulations, trends, and developments.

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- Strong communication skills, with an ability to function and succeed in a dynamic environment.
- Strong creative problem-solving skills with the ability to develop and recommend practical solutions.
- Demonstrate ability to multi-task with a strong attention to detail.
- Ability to handle situations with discretion, good judgement, and an appropriate sense of urgency
- Comprehensive understanding of local, state, and federal employment laws.
- Demonstrated ability to maintain confidentiality.
- PHR, SPHR, or equivalent certification.

## Expected Competencies:

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **HR Acumen** – demonstrates skills and knowledge relevant to the HR function, applying best practices in the discipline to accomplish their work.
- **Organization Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.