

## HUMAN RESOURCES REPRESENTATIVE COORDINATOR

**GENERAL STATEMENT OF DUTIES:** Performs professional and technical duties in the administration of the various Human Resource areas including employment, training, labor relations, benefit administration and research; Coordinates and assists Human Resource staff; works under the general supervision of the Human Resources Director; or as designated by Human Resources Director.

### **STATEMENT OF TASKS:**

Coordinates and oversees the daily activities of the Human Resources staff;  
Trains new staff and staff in new assignments;  
Answers routine questions on Human Resource and County policies and Union contracts from employees and department heads;  
Participates in the labor relations process including attending negotiation meetings, research, writing proposals and other related duties as assigned;  
Attends grievance hearings, maintains grievance log, researches and investigates grievances and prepares drafts of grievance answers as assigned;  
Assists in the maintenance of job descriptions;  
Prepares job descriptions for new positions ensuring uniformity within the County classification system;  
Develops and maintains salary schedules;  
Responds to requests for salary information from outside agencies;  
Conducts salary surveys and compiles statistical material as required;  
Reviews job analysis requests and prepares written analyses;  
Maintains and follows employment procedures including preparing job announcements, receiving and screening employment applications and scheduling interviews and new employee orientation in compliance with County guidelines, state and federal laws;  
Prepares recruitment advertising using appropriate media;  
Assists in designing and implementing personnel forms;  
Performs research and prepares reports as directed;  
Provides back-up to clerical position.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of Human Resource practices and related state and federal laws;  
Comprehensive knowledge of the principles of government organization and administration;  
Knowledge of contract interpretation;  
Ability to exercise good judgment when making decisions;  
Ability to coordinate work functions and assignments;  
Ability to present ideas effectively orally and in writing;

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Ability to perform mathematical computations accurately;  
Extensive knowledge of Microsoft Office;  
Ability to establish and maintain effective working relationships;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Bachelor's degree in Human Resources or related field **and** five (5) years' of experience in human resources, labor relations or benefits administration.

OR

Bachelor's degree **and** three (3) years' experience as a Human Resources Representative in Genesee County Human Resources.

  
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Human Resources Director

Established: October 19, 2015