

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Human Resources Coordinator		
<b>Job Code:</b>	PR1690	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	611	<b>Date Reviewed:</b>	06/16/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	07/16/18

### GENERAL SUMMARY

Coordinates the activities and operations of a division within the Human Resources Department; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative and professional support to the human resources management and executive staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations; depending on assignment.
2. Serves as frontline support in assisting human resources staff members in assigned Division; coordinates and reviews the work plan for assigned human resources programs, work activities, projects and programs; reviews and evaluates work products, methods and procedures; responds to sensitive customer inquiries and complaints.
3. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs/activities; coordinates, recommends and interprets policies and procedures such as the Personnel Rules and Regulations (PRRs) which includes writing new policy, revising current policy, and coordinating with Human Resources, Legal, and other key personnel.
4. Performs as project leader on departmental and citywide studies, projects, committees, and etc.; may serve as back-up liaison for a human resources division or program area with other divisions, departments and outside agencies.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned human resources programs, service delivery methods and procedures; works with employees on the continuous improvement of assigned human resources programs. Documents processes and develops functional specifications for projects assigned.

6. Participates in the development and administration of the program's/division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Coordinates training needs for division/department to include creating and updating training material and conducting training sessions on applicable divisional and City processes.
8. Monitors contract compliance from outside vendors or administrators in assigned program area.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Complex procedures, methods and techniques of budget preparation and control.
  - Methods and techniques of providing training services in assigned program area.
  - Methods and techniques of report writing and record keeping.
  - Modern office equipment including computers and supporting word processing and spreadsheet applications.
  - Pertinent federal, state and local laws, codes and safety regulations related to assigned program.
  - Complex operations, services and activities in assigned area.
  - Principles and practices of wellness, crisis intervention/peer support, disabilities management, or HRIS/records program development and implementation.
  - Advanced procedures, methods and techniques of budget preparation and control.
  - Recent developments, current literature and information related to assigned area.
  - Marketing theories, principles, practices, and their application to communicating and ensuring maximum participation in various HR programs.
- **Skill in:**
  - Coordinating services of a variety of programs and special projects, including, program communication, advertising and related administrative functions.
  - Conducting public speaking activities for programs, projects, and activities.
  - Developing materials and conducting training sessions and workshops for supervisors and volunteers.
  - Designing and developing promotional materials for program activities.
  - Writing reports and record keeping.
  - Providing training services.
  - Internal consulting.
  - Delivering presentations.
  - Computers and applicable software.
  - Facilitating meetings.
- **Ability to:**
  - Coordinate and direct a variety of projects/programs.

- Recommend and implement goals and objectives for providing services in assigned program area.
- Work well with others to elicit community and organizational support for assigned program.
- Interpret and explain City policies and procedures.
- Prepare clear and concise administrative reports.
- Critically analyze customer needs.
- Communicate clearly and effectively, both orally and in writing.
- Coordinate and direct a variety of projects/programs.
- Prepare and administer assigned program budgets and contracts.
- Maintain records and files in assigned program area.
- Recognize organizational and operational deficiencies and recommend corrective action.
- Prepare clear and concise reports, articles and presentations.
- Establish effective working relationships.

### **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration or related field and four years of human resources experience, including one year of administrative or supervisory responsibility.

### **OTHER REQUIREMENTS**

Valid Texas Driver's License, as applicable.

### **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.