

CITY OF FORT WAYNE JOB POSTING * Reposting*****

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	HR Coordinator	Department:	Human Resources
Requisition Number:	2021202		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$49,846.73 to \$51,602.46 Annually
Date Posted Up:	11/9/21	Date Posted Down:	Until Filled
Time Up:	8:00 am	Time Down:	

SUMMARY

Working under the direction of the Director of Human Resources, the incumbent provides guidance to managers, supervisors, and employees regarding Human Resources staffing and recruitment processes. Functions include but are not limited to; recruitment, applicant hiring and job postings, maintenance of an accurate Human Resources Information System (HRIS), records retention, and EEOC reporting. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent maintains absolute confidentiality of all work-related matters, including personnel records and all associated information. This position is excluded from paragraphs 3 and 4 of City Attendance Policy 305; all other paragraphs of this policy apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following:

Recruitment & Hiring

- Develops and maintains network of contacts to help identify and source qualified candidates and contacts with educational institutions, employment agencies, placement firms, and other sources of applicants;
- Schedules and actively participates in external recruitment activities such as job fairs and outreach programs to continue to recruit a more diverse and qualified applicant pool for City vacancies;
- Researches and recommends new sources for active and passive candidate recruiting
- Conducts meetings with hiring managers to guide them through the recruitment and hiring processes;
- Writes and places advertisements in local, regional newspapers, professional journals and various websites;
- Posts job openings internally and externally, including posting on the City’s website and forwarding postings(s) to various local agencies;
- Screens applicants, schedules and conducts interviews, administers tests, checks references and background, and evaluates applicant qualifications;
- Makes job offers, schedules pre-employment physicals and drug screens, sets up files on all new employees, and assigns employee number;
- Maintains documents and other materials in accordance with records retention schedule and applicable local, state and/or federal regulations;
- Performs recruitment and hiring duties for the internship program within the City departments;
- Coordinates the onboarding process of the internship program with the Professional Development Manager.

Department Budget & HR Tracker

- Tracks and monitors all financial activities for the department. Maintains and processes payment vouchers, and processes purchase requisitions as necessary;
- Manages HR Tracker and performs necessary duties.

Document Processing & Analysis

- Processes unemployment inquiries, provides documentation, and assists the HR Director with unemployment hearings, as necessary;
- Creates and updates Human Resources forms, making sure commonly used forms are available on the City's intranet/internet;
- Process incumbent separations, conducts exit interviews, and organize incumbent personnel file per the records retention schedule;
- Reports random drug screen data to Risk Management on a quarterly basis;
- Reviews and processes personnel documents, enters data into Human Resources Information System (HRIS) and reviews for accuracy, completeness, and correctness;
- Collects and analyzes data such as applicant flow, hiring, terminations, promotions, salaries, transfers, investigations, accommodation requests, and complaints for required government reporting and internal monitoring purposes; compiles statistics and data accurately for reports to various levels of government as needed;
- Creates and maintains job titles, job codes, position control numbers, job classifications, and all other necessary data and/or tables in the HRIS;
- Files any assigned departmental paperwork and/or various documents in the appropriate location within department procedural timeframes.

Department Support

- Monitors City departmental bulletin boards and ensures labor/employment law compliance;
- Works with members of the public, community organizations, and/or other City staff to coordinate projects and incumbent activities such as but not limited to, Fort Wayne Community Schools Study Connection, United Way Campaign, Arts United Campaign, United Way Day of Caring, incumbent nights at local sporting events, and on-site book fairs; Assesses relative success of each project/incumbent activity and makes recommendations for changes or cancellations.
- Assists new incumbents when completing paperwork and creating personnel folder;
- Assists with scanning and indexing all documents into Document Manager per the records retention schedule;
- Performs necessary duties Administrative Assistant duties as needed;
- Organizes and tracks annual employee recognition program;
- Acts as backup to HR Coordinator - Records:
 - Administrates, reviews, and maintains the Human Resources Department records retention schedule, per procedures outlined by the City Compliance Officer;
 - Assists in the development and implementation of annual Affirmative Action Plans and special recruitment goals and programs;
 - Notifies the Professional Development Manager when targeted areas of underutilization become evident in departments filling positions.
- Acts as backup to HR Coordinator Senior:
 - Provides guidance to hiring managers regarding desired adjustments to the duties and responsibilities of new and existing job descriptions to achieve appropriate classification and salary levels;
 - Provides job analyses, creates new job descriptions and revises existing job descriptions;
 - Administers and oversees the online Performance Evaluation system;

- Receives all incoming job requisitions, determines accuracy and completeness, and distributes requisitions among the Staffing and Recruitment team;
- Coordinates classification requests with the City's external compensation consultant.
- Provides assistance and to external departments regarding for HRIS training, questions, and special projects;
- Reviews and updates assigned Standard Operating Procedures on an annual basis.

MARGINAL DUTIES

- Performs special research and/or reports as to include running queries and preparing specialized reports;
- Recommends staffing procedures improvements to effect continual efficiency and increase the level of services performed;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) in Human Resources or related field and four years related experience and/or training; or equivalent combination of education and experience in Human Resources.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Understanding of and the ability to make practical application of the customary practices, rules, regulations, procedures, and principals of Human Resources;
- Proficiency in Microsoft Office software, including Word and Excel;
- Ability to follow written and verbal instructions;
- Demonstrated ability to maintain a high degree of organization, coordination and communication with attention to detail and accuracy;
- Ability to comprehend and convey to others the City's Human Resources policies, practices and procedures;
- Ability to excel in a fast-paced environment with multiple priorities and deadlines;
- Ability to establish and maintain cooperative working relationships with incumbents, officials, other agencies and the general public.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position does not supervise staff; however, the incumbent may train new employees and assist lower-level and temporary/intern personnel.

LANGUAGE SKILLS

- Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Writes routine reports and correspondence;

- Speaks effectively to groups of customers or incumbents.

MATHEMATICAL SKILLS

- Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals;
- Computes rate, ratio, and percent and draws/interprets bar graphs.

REASONING ABILITY

- Solves practical problems and deals with a variety of concrete variables in situations where only limited standardization exists;
- Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent must be able to lift and/or carry 20 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.