

# HUMAN RESOURCES COORDINATOR

| Job Code | Pay Grade |
|----------|-----------|
| 20152    | P1        |

## Nature of Work

This is responsible professional work coordinating projects with staff to implement human resource (HR) processes and programs of the Pinellas County Unified Personnel System (UPS). An employee performs as a lead worker responsible for planning and coordinating other professional and technical staff to implement complex human resource programs in one or more major HR activities and program areas. Emphasis is placed on relieving the senior managers of professional level assignments, special projects, and important policy or management level assignments to ensure delivery of timely services and strong departmental communications. Work may involve supervising, training, and coordinating with other staff in the development, implementation, and administration of major personnel programs, conferring with appointing authorities and department managers on personnel administration, as well as assisting with the research or development of policies and procedures consistent with the UPS. The incumbent makes decisions and prepares reports, and makes recommendations on important policies and programs. Work is performed with considerable independent judgment and initiative. The incumbent reports to the Director, HR Manager, or designee.

## Minimum Qualification Requirements

- Associate's degree in personnel management, public or business administration, finance or directly related field and 6 years of highly technical and professional human resource management operations experience with 3 years of direct experience in the area of assignment with lead worker, or supervisor or supervisor training; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate competence, possess specialized training, or certifications in one or more specific HR programs and functions.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Implements and administers personnel processes governing policies, rules, regulations, and practices implementing important and sensitive personnel programs, operations, and activities.
- Participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Researches, analyzes, and resolves complex problems and policy issues related to HR including handling difficult, sensitive, and often cases and assignments that may include employment problems or controversy.
- Coordinates HR activities impacting important UPS HR policies, processes, and activities.
- Represents management at meetings, conferences, and other important operations meetings interacting with officials and managers to implement personnel programs and deliver high quality services.
- Advises managers, officials, employees, and others on complex administrative employment issues, rules, and regulations.
- Reviews and approves/disapproves disciplinary actions and terminations and facilitates disciplinary interviews including pre-disciplinary hearings.
- Interprets HR policies, rules, and regulations for administrators, managers or individual employees.
- Researches, prepares, and coordinates establishment of new or revisions in policies and procedures to deliver, maintain, and improve HR customer service.

## HUMAN RESOURCES COORDINATOR (continued)

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### Illustrative Tasks (continued)

- Supervise a staff of professional, technical, and/or clerical employees as well as conduct or assist others on completion of performance reviews, handle disciplinary actions, and recommend action on discipline, grievances, hiring, and terminations.
- Consults and counsels employees, managers, and supervisors on highly specialized HR matters as well as the full range of HR services and programs.
- Prepares, coordinates, and delivers services to support workshops, training, education, and special workforce projects on employment related matters.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of human resources programs, principles and practices.
- Knowledge of employment and labor laws, regulations, and requirements.
- Knowledge of office automation, data processing principles and practices.
- Knowledge of statistical concepts and methods.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to apply computer applications and software.
- Ability to analyze facts and to exercise sound judgment and to arrive at valid conclusions.
- Ability to prepare and deliver instruction and learning plus lead individuals and groups to meet desired objectives.
- Ability to prepare written reports.
- Ability to analyze and solve administrative problems and to render advice and assistance to managers, supervisors, employees, applicants and other individuals.
- Ability to supervise the work of subordinate staff.

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| Reinstated | EEOC Code     | Overtime Code |
| 9/16       | Professionals | Exempt        |