



Capital Area Council of Governments Job Description

CAPCOG Title: Human Resources Coordinator
Division: Administrative Services
Reports to: Director of Administration
State Title and Salary Grade: Human Resources Specialist IV / B19
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Assists with development and coordination of human resources practices and policies, and administers a human resources management program under the direction of the Director of Administration. May manage administrative and internal projects including research and policy analysis. Works under general supervision with moderate latitude for the use of initiative and independent judgment. The essential functions of this position must be performed at CAPCOG offices therefore the position is not eligible for telecommuting on a regular basis.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Processes personnel actions and reviews completed personnel actions to ensure conformity with CAPCOG practices and state and federal regulations.
- Administers agency health benefits, 401(k) retirement, compensation assessments, employee leave, and other employee benefit programs.
- Tracks and interprets state and federal human resources laws and regulations and monitors agency compliance.
- Assists to develop, plan, and review, human resources policies and procedures.
- Maintains and reviews human resources systems, files, and records.
- Prepares and revises job descriptions and job postings, and conducts job description audits.
- Assists program divisions in recruiting; evaluates applications; and refers qualified applicants to the appropriate hiring manager.
- Assists in managing personnel policies including interpretation, compliance, reviews/updates, and periodic clarifications as needed.
- Coordinates employment of temporary employees.
- May assist with research, data compilation, and analysis of information related to administrative aspects of agency programs.
- May assist with special administrative projects.

GENERAL QUALIFICATIONS

Education

Bachelor's degree in human resources or related field required. HR certification PHR or SHRM-CP preferred.

Experience

Minimum of three years' office experience in an administrative human resources role performing related functions is required. Experience working in a governmental entity is preferred.

Education and experience may be substituted one another.

Knowledge

- General office management practices
- Knowledge of the principles and practices of human resources management such as employment, compensation, classification, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel activities.
- Federal and state regulations and laws as well as related legal practices and policies for human resource management including FMLA, FLSA, and EEO
- Personnel management concepts including teambuilding, training, performance evaluation, and best practices in human resources
- Strong computer and written communications style

Skills and Abilities

- Effective communications skills including ability to foster two-way communication in stressful or challenging situations
- Comprehend information and ideas presented orally and in writing
- Recognize issues, problems, and challenges
- Maintain confidential and sensitive information; and to develop and analyze human resources processes.
- Use relevant information and individual judgment to determine whether events or procedures comply with applicable laws, regulations, and standards

Position Specific Competencies

- Implementation – performs all baseline job duties including quantity and quality of work.
- Interpersonal Understanding – Works effectively with colleagues, subordinates, and supervisors from all backgrounds and levels.
- Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, considering others' input, and ethics.
- Planning, Organizing, Executing – Shows ability to think through an issue at a broad level, break it down into smaller parts, bring together the necessary resources, and then implement.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom

Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

Never 0% Seldom 0-30% Regularly 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

Other Requirements

Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.