



Capital Area Council of Governments Job Description

CAPCOG Title	Human Resources Coordinator
Position Number	110004
Division	Administration
Reports to	Deputy Executive Director
State Title & Salary Grade	Human Resources Specialist IV / B20
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

GENERAL DESCRIPTION

Performs highly complex (senior-level) human resources management work. Work involves coordinating and administering the operation of a human resources management program, including recruitment, hiring, compensation, classification, employee relations, benefits, training, records management, and compliance with state and federal laws. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

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

- Provides advice and counsel to employees and management on issues, rules, and policies related to human resources management, including handling complex issues and answering complex questions; and develops solutions by following procedures or applying policy.
- Makes recommendations regarding objectives and initiatives for agency's human resources goals including developing, planning, and reviewing human resources policies and procedures.
- Manages and coordinates recruiting, external job postings, pre-employment, orientation, onboarding, and offboarding for all employment types.
- 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, open enrollment and other employee benefit programs.
- Administers agency employee leave benefits.
- Advises management and employees on agency compliance with requirements of Family Medical Leave Act (FMLA), Worker's Compensation, Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and the Equal Opportunity Commission (EEOC) and other state and federal human resources laws and regulations.
- Maintains and reviews human resources systems, files, and records.
- Prepares and revises job descriptions and conducts job description and classification audits.
- Manages and coordinates employment of temporary employees.
- Assists in managing personnel policies including interpretation, compliance, reviews/updates, and periodic clarifications as needed.

GENERAL QUALIFICATIONS

Experience

Minimum of three years' experience in an administrative human resources role performing related functions is required.

Education

A bachelor's degree from a four-year accredited university or an associate's degree with a human resources concentration from an accredited institution are required.

Preferred Qualifications

- The Professional in Human Resources (PHR) or Society for Human Resources Management Certified Professional (SHRM-CP) certification
- Experience working in a governmental entity
- Course work in human resources management, business, or public administration, organizational development, or a related field

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.

Knowledge, Skills, and Abilities

- 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
- 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

PHYSICAL REQUIREMENTS

Requirement	% of Time
Remain in a stationary position at a desk throughout the workday.	60-90%
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	0-30%
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.	0-30%
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	60-90%
Move objects weighing up to designated # of pounds.	0-30% 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	0-30% 35 lbs
Converse with others both in person and over the phone.	30-60%
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	0-30%
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.	0-30%
Performs duties in professional office environment.	60-90%
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	0-30%
Drives a vehicle to perform CAPCOG business.	0-30%

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name and Signature

Date

Supervisor Printed Name and Signature

Date