

CITY OF CELINA

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Number:	N/A	Name:	
Class Number:	N/A	Class Title:	Human Resources Coordinator

Civil Service Status:	Unclassified (R.C. 124.11(A)(8))	Dept. /Div.:	Administration
Employment Status:	Full-time, Regular	Report To:	Safety-Service Director
FLSA Status:	Non-exempt	Supervises:	None
Pay:	Ordinance/Resolution	DOT (closest applicable number):	209.362-026/ 219.362-010

QUALIFICATIONS: An example of acceptable qualifications:

Completion of associate degree; two (2) years experience in relevant work area; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Notary Public.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office, OPERS, PAYX, Ohio New Hire, BCI, BWC, insurance software, etc.), printer, postage meter, binding machine, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 20 pounds or less; occasionally carries objects 20 pounds or less; occasionally pushes objects 20 pounds or less; occasionally pulls objects 20 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work. In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

(1) Under administrative direction, accurately processes payroll records; accurately enters data into computer; accurately prepares payroll documents; accurately prepares reports for OPERS and other agencies regarding pension, federal, state, and local taxes, workers' compensation, unemployment, Medicare, etc. reconciles leave requests with time sheets/cards; communicates with Municipality managers regarding attendance; files medical documentation; tracks leave time; reports accruals; updates personnel files in accordance with record retention schedules; assists with processing public records requests; completes OSHA reporting and records; generates W-2 computer printout and W-2 forms, , all taxes, pensions, and other withholdings at year end.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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(2) Administers new hire orientation program (e.g., tax paperwork, driving abstract, service time calculation, insurance paperwork, OPERS paperwork, payroll authorization, etc.); maintains and administers system to keep employment-related records on employees and to track and ensure all relevant records have been obtained and are kept current (e.g., employment application forms, acknowledgement of receipt of information, position descriptions, performance evaluation forms, driver abstracts, drug and alcohol test results, training records, etc.); lifts, carries, pushes, and pulls boxes containing files; updates personnel policies; coordinates exit interviews and separation pay; monitors employee benefits; processes employee critical incident reports; coordinates insurance programs; may participate in disciplinary hearings; participates on various committees; coordinates First Aid/CPR program.

(3) Performs other various human resource functions (e.g., policy development, answer supervisor inquiries, answer employee inquiries, etc.); researches personnel issues; attends human resource training and networking meetings (e.g., Grand Lake Area Safety Council meetings; etc.); relays human resource development to others in administration.

(4) Develops position advertising; posts vacant positions in publications; reviews resumes; forwards documentation to appropriate departments; schedules interviews; performs background checks; participates and coordinates interview team.

(5) Maintains contact with vendors, insurance companies, contractors, human resource colleagues, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(7) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(8) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: general payroll practices and procedures; interviewing; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *workplace safety practices and procedures; *government structure and general process; *municipal certification/licensure requirements; public relations; general office practices and procedures; general records management; general human resources management; general employee training and development; English grammar and spelling; general office equipment operation; general personnel administration; *employee benefits administration; Microsoft Office; *OPERS; *PAYX; *Ohio New Hire; *BCI; *BWC; *insurance software.

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Skill in: data entry; word processing; computer operation; use or operation of computer software (e.g., Microsoft Office, OPERS, PAYX, Ohio New Hire, BCI, BWC, insurance software, etc.); use of modern office equipment.

Ability to: exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; calculate fractions, decimals, and percentages; complete routine forms; prepare routine correspondence; prepare accurate documentation; proofread technical materials, recognize errors and make corrections; compile and prepare reports; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; operate office equipment.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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