

## PERSONNEL COORDINATOR

### **DEFINITION**

Under general direction, to perform a variety of analytical work in the development and implementation of the City's human resources program; to maintain and update the City's classification and compensation plan; to coordinate recruitment and selection processes; to provide consultation on personnel rules, regulations, and operating policies; to serve on the City's labor negotiating team; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position, specialized classification for performing a variety of analytical and complex support work for the City human resources functions and operations.

### **REPORTS TO**

Director of Support Services or designee

### **CLASSIFICATIONS SUPERVISED**

Personnel Technician I/II/III

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinates, administers, and conducts a variety of City human resources management functions; provides training and work guidance for designated staff; directs and performs the recruitment and selection of people to fill position vacancies; works with City management to determine recruitment requirements, planning and coordinating recruitment and selection procedures; provides training in recruitment and selection procedures; performs a variety of analytical staff work in the maintenance of the City compensation plan; serves on the City negotiating team, assisting with the development of collective bargaining positions; maintains and updates the City classification plan, including establishment of new classifications and revision of existing classes; oversees the development and maintenance of personnel records and transaction systems; provides input and direction for the development and conduct of employee discipline processes and grievance handling; coordinates training programs and presentations; develops and implements layoff and reduction in workforce procedures, as necessary; develops and implements Equal Employment Opportunity procedures; has responsibility for a variety of compliance and reporting regarding Equal Employment Opportunity, Americans with Disabilities Act, etc.; maintains awareness of legislation and court mandates which impact City personnel management functions; Coordinates various state and federal leave programs; represents City human resources management practices and operations with County staff, the public, and other agencies.

## **PERSONNEL COORDINATOR - 2**

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

#### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, FAX and scanner.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

Principles, methods, and practices of human resources management and human resources management systems.

Laws, rules, and regulations governing the development of personnel and employment systems.

Equal employment opportunity requirements and guidelines and affirmative action programs.

Recruitment and selection methods and procedures.

Principles, techniques, and methods of position classification and salary administration.

Employer-employee relations.

Personnel policy development and implementation.

Computer systems and software applications related to personnel administration.

Principles of training and work coordination.

##### **Ability to:**

Plan, organize, and conduct City human resources management systems and functions.

Provide work coordination, training, and guidance for other staff.

Develop and implement personnel policies and procedures.

Develop, coordinate, and conduct recruitment and selection procedures.

Perform assignments necessary for the maintenance of the City classification plan and compensation system.

Provide counseling and advice on personnel systems and disciplinary procedures.

Ensure that the personnel system meets the business and service requirements of the City.

Develop and maintain personnel transaction systems, records, and reports.

Use a computer and applicable software packages in the administration of personnel systems.

Effectively represent the City human resources system and policies in contacts with other City staff, the public, and other government agencies.

Establish and maintain cooperative working relationships.

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### **DESIRABLE QUALIFICATIONS** (continued)

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of the requirements for an Bachelor's degree from an accredited college with emphasis in public or personnel administration, or a closely related field, and three years of increasingly responsible work experience in personnel system development and administration, including experience in recruitment and selection, position classification, and equal employment opportunity.

#### **Special Requirements:**

Possession of a valid California Driver's license, issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED \_\_\_\_\_  
Chairperson, Personnel Board

DATE