



**City of Moses Lake**  
**An Equal Opportunity Employer**  
**Job Description**

**Job Title:** Human Resources Coordinator  
**Department:** Human Resources  
**Reports To:** Director of Human Resources  
**Salary Range:** \$44,657 (Entry) to \$55,806 (Step A)

**Overview of the Position:** The Human Resources Coordinator reports to the Director of Human Resources in all facets of Human Resources management. Work requires knowledge of personnel law, rules, policies and procedures, and any other area of human resources administration. Typical duties may include recruitment and selection, classification analysis, use of the human resource/payroll software systems, labor relations support, training programs, and benefits administration. Performs detailed research, statistical analysis, and prepares reports. Provides information and assistance to City employees and the general public regarding human resources activities. Exercises considerable discretion in processing important and highly confidential information. May assist with special projects and any other general administration duties required within the department.

**Essential Duties and Responsibilities:**

- Provides timely assistance to administrative staff and employees regarding benefit and human resource questions and issues.
- Maintains employee personnel files to ensure legal compliance.
- Prepares benefit packets and other employee related information.
- Coordinates employee benefit eligibility, enrollment, severance of employment, and coordinates leave accrual pay out.
- Prepares employee census information for insurance and other reporting.
- Provides written and verbal employment verifications.
- Coordinates new hire paperwork as well as the orientation meeting.
- Assists with the updating of the City policy book.
- Updates job descriptions, as needed.
- Coordinates and schedules any department trainings and/or meetings.
- Creates and manages the advertisement of job postings and maintains the applicant tracking database.
- Reviews, screens, and maintains applications and resumes.
- Conducts background screenings for all prospective employees.
- Assists with the creation, distribution and collection of feedback from employee surveys.
- Assists with providing research for policies, training, strategic planning, and other human resource issues.
- Coordinates benefit plan due diligence with Director of Human Resources.
- Updates the Human Resources department web page.

- Assists the Wellness Committee with employee notifications of Wellness events.
- Processes invoices for Human Resources.
- May assist as back-up for payroll processing.
- Assists with providing compliance in all areas of human resources.
- Assists with additional projects, as assigned.

### **ESSENTIAL DUTIES:**

- Recruits staff for position vacancies, provides support with the review of applications and the selection of qualified applicants so they can be processed and submitted to the division manager for their review and interviews scheduled.
- Maintains accurate records of the recruitment process.
- Assists in the development and implementation of supervisory and employee training programs.
- Coordinates the employee service awards program.
- Maintains accurate personnel files to ensure legal compliance.
- Assists in the collection of data and performs statistical analysis to monitor and maintain the City Compensation Pay Plan.
- Assists with the administration of the City's benefit programs.
- Works with employees, payroll and supervisors to determine best alternatives in coordination of various leave programs (e.g., FMLA, sick leave, leave of absences and military leave).
- Maintains, monitors and processes Labor & Industries (L&I) Worker's Compensation claims to Association of Washington Cities (AWC) and reports to ensure compliance with state regulations.
- Processes personnel action forms and employee status changes in a timely fashion to assure proper approvals.
- Prepares and enters employee data into personnel/payroll system. Initiates and coordinates with Payroll on annual pay adjustments and other pay increases associated with City benefit programs. Identifies and/or resolves employee/retiree benefit eligibility questions and or issues.
- Conducts employee on-boarding orientations and exit interviews.
- Coordinates the organizing and conducting of the annual open enrollment process, including the annual employee's benefits fair.
- Performs various clerical and office support duties, such as developing and maintaining filing systems, preparing correspondences, and compiling data. Prioritizes duties and assignments to assure efficient, smooth and timely office work flow.
- Assists the Human Resources Director in labor and employee relations negotiation activities (taking notes and record keeping). Conducts labor relations research, including survey development and compilation of data as directed. Schedules and attends various labor/management and other meetings as requested by the Director of Human Resources.
- Maintains employee records of commercial driver's license drug testing results; may assist in the scheduling of pre-employment drug/alcohol tests, the coordination of random drug and alcohol testing and the maintenance of related files/processes.
- May assist in the processing of LEOFF I Retiree Disability Board requests for medical related payments, record management, and benefit option/notifications.

- Performs other duties as assigned relative to Human Resources.

**WORK SCHEDULE:** The “normal” work schedule is 40 hours per week, 8 hours per day 5 days per week (Monday through Friday). Working evenings and weekends may be required. The exact schedules may be flexible, depending on the requirements of the department and the demands of the work load, and are assigned by the Director. The City of Moses Lake requires punctual attendance, working on-site as necessitated by job elements, working a full-time schedule, working overtime as necessary, and working effectively and productively with others. Unexcused or unauthorized full or partial absences during any scheduled shift, arriving late, or leaving early for whatever reason, may result in disciplinary action up to and including termination of employment, unless arrangements have been pre-approved by the Director. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency, or other personal time off.

**EDUCATION/VOCATIONAL PREPARATION:** Bachelor’s degree in Human Resource Management, Public Administration, or closely related field is preferred; high school diploma or GED required.

Two to five years of human resource experience, focused on human resource management and benefits administration.

**TRAINING PERIOD:** In order to experience the full range of responsibilities and duties, employees will serve a review and evaluation period of not less than 6 months and no more than 12 months. Exact duration will be established by the Director and identified on hiring document.

**PHYSICAL DEMANDS:**

Endurance - Moving About: Occasionally (up to 1/3 of the time) Move from location to location.

Endurance - Overall Strength: Sedentary work. Exerts force and/or lifts or carries objects weighing up to 10 pounds occasionally.

Walking: Occasionally (up to 1/3 of the time) Move about on foot.

Sitting: Frequently (1/3 to 2/3 of the time) Remain in a seated position.

Lifting/Carrying: Periodic - Does not occur on every shift. Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

Bending/Stooping: Periodic - Does not occur on every shift. Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

Kneeling/Crouching: Periodic - Does not occur on every shift. Kneel by bending the legs at the knees to come to rest on the knee or knees, and/or crouch by bending the body downward and forward by bending the legs and spine.

Reaching: Frequently (1/3 to 2/3 of the time) extend the hands and arms in any direction.

Handling: Occasionally (up to 1/3 of the time) Seize, hold, grasp, turn, or otherwise work with the hand or hands.

Rotation: Frequently (1/3 to 2/3 of the time) Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

Talking: Frequently (1/3 to 2/3 of the time) Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Frequently (1/3 to 2/3 or more of the time). Perceive the nature of sounds by the ear.

Seeing: Frequently (1/3 to 2/3 of the time) Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

### **SPECIALIZED DEMANDS:**

Video Display Terminals: Frequently (1/3 to 2/3 of the time): Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, etc.).

Keyboards: Frequently (1/3 to 2/3 of the time): Enter data on keyboards (typewriter, computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

### **ENVIRONMENTAL CONDITIONS:**

Location: Inside - Work is inside and provides protection from weather conditions but not necessarily temperature changes.

### **LEARNING DEVELOPMENT DEMANDS:**

Reasoning: Intermediate - Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical: Basic - Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

Reading: General - Read a variety of materials such as standard operating procedures, safety rules, ordinances, and other instructions in the discharge of various responsibilities and duties.

Writing: General - Write reports and essays with proper format, punctuation, spelling,

and grammar, using all parts of speech.

Speaking: General - Speak to individuals in person or on the phone with poise, voice control, and confidence, using correct English and well-modulated voice.

**TEMPERAMENT REQUIREMENTS:**

Influencing: Write, demonstrate, or speak to persuade and motivate people to do things according to specific directions and/or legislatively dictated directions.

Variation: Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

Elevated Stress: Cope with circumstances dangerous, exasperating, or frustrating to self or others. Absorb verbal attacks customers who may want nothing more than to find someone to vent their own frustrations on.

Controlled Tasks: Perform tasks only under specific instructions, allowing little or no room for independent action or judgment in working out job problems.

Interpersonal: Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions - in short, demonstrate the ability and the willingness to get along with people.

Decisive: Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

**RELATIONSHIP REQUIREMENTS:**

People: Taking Instructions - Helping - Attend to work assignment, instructions, or orders of supervisor; no immediate response required unless clarification of instructions or orders is needed.

**OTHER:**

Condition of Employment: Beyond the established and prescribed review and evaluation period, all positions with the City of Moses Lake are terminable at the will of the city, within the guidelines of the City's policies and procedures and as provided by law.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.