

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: 09/10/2018

5/6/2021

8/7/2022

Title: Human Resources Coordinator **Department:** Human Resources **FLSA Status:** Exempt

General Summary:

The Human Resources Coordinator's duties involve human resource related activities to recruit and retain a qualified workforce, administer benefit programs, maintain personnel records and assist other departments in human resource functions.

Reporting Relationships:

Under the administrative direction of the Mayor, this position is expected to exercise considerable initiative and sound judgment in serving as a link between management and employees. This position will work closely with the office of the Finance Department regarding payroll matters, budget calculations for wages and benefits, public record requests and other matters. The Human Resources Coordinator will also consult regularly with the City Attorney and contracted Labor Attorney regarding union contracts, updates to personnel and employment policies and other employment issues. This position will occasionally attend meetings of and provide reports or communications to the Finance Committee, Committee of the Whole and Common Council.

Work is reviewed through conferences, periodic performance evaluation reports and observation of results achieved.

Specific Accountabilities:

1. Coordinates with department heads in recruitment of full-time and regular part-time employees with the exception of those falling under jurisdiction of Police and Fire Commission or Library Board. Related duties include but are not limited to preparing internal and external job notices, coordinating advertising; arranging any special examinations; coordinating scheduling of selection process; participating in interviews; verifying applicant eligibility; conducting background and reference checks; scheduling pre-employment physical, psychological and drug/alcohol testing when required for the position and maintaining recruitment and selection records. Ensures recruitment activities are performed in compliance with legal requirements.
2. Coordinates onboarding for new employees and elected officials to include verifying submission of council packets by departments to include candidate selection criteria, offer criteria of candidates, and timeline for new hires.

3. Administers employee benefit programs-health, dental, flex spending, Wisconsin Deferred compensation, Aflac, Wisconsin Retirement System. Monthly reconciliation, change entry in the payroll system and communication of changes with payroll and the employee.
4. Proactively interfaces with benefit organizations and comparable municipal organizations through the city channels to obtain benefit quotes and needs surveys for the employee body pertaining to the benefit programs (Employee assistance programs, competitive health options, vision programs.)
5. Manages annual benefits open enrollment by distributing and explaining benefits materials to employees, traveling to site locations, data entry in the HRIS system and vendor sites, and auditing of materials that are turned in.
6. Employee onboarding-Related duties include but are not limited to meeting with new employees regarding City employment benefits; assisting new and existing employees with benefit questions and forms; communicating benefit updates to employees; conducting annual open enrollment processes; processing benefit enrollments, changes, retirements, terminations and routing deduction amounts to the Finance Department's office for payroll processing.
7. Processes employee separations for retirees, voluntary, and involuntary separations. Related duties include sick leave management for retirees, benefit continuation documents, recoupment of contractual obligations, and unemployment documentation.
8. Ensures compliance with compensation plan by monitoring pay rates and pay calculations for interim assignments, demotions, and promotions. Assists departments under guidance of the Mayor with JDQ submittals for proposed positions or position changes to be evaluated for placement into the compensation plan. Ensures completion of committee approval and documentation for employee records. Promptly reports position/pay changes to Finance Department's office for payroll processing.
9. Maintains City's performance evaluation program, collecting and routing performance evaluations to the proper reviewing authority and monitoring that evaluations are occurring at regular intervals. Assists department heads with implementation of performance improvement plans to address performance deficiencies.
10. Administer performance appraisal program; conduct annual management training, recommend system improvements, and monitor salary adjustments to ensure compliance with policy.
11. Provides guidance to department heads in handling and documenting disciplinary processes up to and including termination.
12. Maintains personnel records for all City employees including pay and position changes, confidential medical and disciplinary records and maintains secure storage of confidential records. Maintains and enters employee data into HR software application. Maintains updated position descriptions for all employees. Responds to requests for employment verification and employment records. Serves as records custodian for personnel and medical files. Maintains accountability of archiving of records related to HR function.
13. Supports the functions, development, and increased utilization of the Payroll/HRIS system, application system, website, and social media updates pertaining to the HR role.
14. Coaches departments through the recruitment process utilizing the application database system to included equitable application review, interview processes, selection guidelines, and committee consideration.
15. Utilization of accounts receivable program to enter department invoices and expenses for department costs related to recruitment.
16. Cobra program management to include enrollment and invoicing of payments.
17. Accepts and reports work injuries to City's workers' compensation insurance carrier in a timely manner, coordinates with insurance carrier and department heads in returning injured employees to duty, works to develop programs to reduce the risk of injuries and workers' compensation claims. Maintains training and communication with the teams to improve reporting efforts.
18. Administers leave programs including Family and Medical Leave, Emergency Leave, and Voluntary Leave Donation.
19. Stays apprised of ever-changing employment issues and legislative changes and works to ensure compliance with City employment policies, Federal and State of WI laws regarding employment, pay and benefits including but not limited to FLSA, FMLA, COBRA, ADA, ACA and performing timely reporting to OSHA, EEOC, BLS, DSPS, etc. Maintains accurate record keeping and timely reporting for regulatory compliance

20. Suggests updates and corrections to the personnel manual. Consults with appropriate legal resources to develop policy language before submitting to Finance Committee and Common Council for approval. Communicates changes to personnel manual or other employment policies to employees.
21. Serves as primary resource for employees with questions regarding interpretation of employment policies, work rules, pay and benefits and wellness committee initiatives.
22. Accepts reports of harassment and reports them to the appropriate authority; maintains report records and assists Mayor and City Attorney, and law enforcement in investigations related to such reports.
23. Provides information to the Mayor, City Attorney and Labor Attorney for use in collective bargaining matters and negotiations and attends negotiation sessions if requested by the Mayor or legal counsel.
24. Participates in PARS monitoring of driver license status for employees that drive City vehicles or possess a CDL. Coordinate CDL drug and alcohol testing.
25. Schedules and coordinates various types of training for department heads and employees (examples: personnel evaluation training, harassment training).
26. Assists with preparation of annual budget focusing on areas relating to organizational staffing, wages, benefits, training and other employee programs.
27. Conducts outreach to municipal organizations regarding organizational structure for personnel planning.
28. Various special projects such as working with departments on job description revisions, researching benefit options, responding to or conducting salary/benefit surveys and grant opportunities along with supporting documentation required for committee consideration.
29. Assists with annual benefits open enrollment by distributing and explaining benefits materials to employees, traveling to site locations, data entry in the HRIS system and vendor sites, and auditing of materials that are turned in.
30. Engages in activities that promote awareness throughout employee base through regular, proactive communications, and quarterly newsletter. Maintains a presence within City departments and community organizations as part of outreach efforts.
31. Other duties as assigned pertaining to Human Resources functions.

Required Knowledge, Skills and Abilities:

Graduation from an accredited college, university, technical college with major course work in human resources, public administration, business administration or related field with three (3) to five (5) years of human resources experience including benefits administration and labor relations or an equivalent combination of education and experience which provides the following knowledge, skills and abilities:

- Ability to operate a variety of office equipment such as computer, printer, calculator, copy machine, scanner, and telephones.
- Considerable knowledge of computerized department program software, Internet, database, spreadsheet and word processing programs
- Ability to make decisions and give recommendations regarding the selection, discipline and discharge of employees.
- Ability to prepare and maintain accurate documents and reports.
- Ability to work with sensitive and confidential information on a regular basis.
- Ability to comprehend and interpret a variety of documents and reports such as labor agreements, insurance contracts, personnel policies, surveys, budgets, training materials, insurance and payroll reports, cost allocations, job applications and resumes, statutes and codes, and professional journals.
- Ability to communicate effectively with union leaders, department heads, employees, City officials, job applicants, insurance representatives, sales representatives, attorneys, and the general public to convey or exchange information.
- Knowledge and understanding of job analysis; performance appraisal and prediction; recruitment and selection; employment relations; classification and compensation; theories, principles, techniques and methods of assessment and evaluation to predict employment performance; training concepts and techniques, AA/EEO, ADA, FMLA, FLSA and other professional standards, laws and principles, presentation techniques, etc.