



Job Title: Human Resources Coordinator

Classification

Exempt

Salary Grade/Level/Family/Range

3.0

Reports to

Director of Operations

Date

12/15/2020

JOB DESCRIPTION

Summary/Objective

The Human Resources Coordinator is directly responsible for assisting with the administration and coordination of the human resource function.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conducts recruitment effort; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers;
2. Conducts new-employee orientations; conducts exit interviews.
3. Maintains job descriptions.
4. Inputs employee data and transactions into human resources information systems.
5. Maintains Open door policy and responds to employees accordingly. Maintains confidentiality with all personnel matters.
6. Assists Director of Operations with implementing annual performance review process.
7. Assists with administrative updates for personnel policies and procedures; maintains handbook on policies and procedures
8. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations.
9. Develops and maintain compliance with Americans with Disabilities Act for all employees.
10. Manages agency's Drug and Alcohol Program; responds to WSDOT and FTA Drug and Alcohol audits.
11. Plans and oversees Employee Appreciation program.
12. Monitors and responds to Labor & Industries claims and Employment Security Department claims; partners with claims management vendor when necessary.

13. Provides general program and process support/coordination.

Required Skills/Abilities:

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, negotiation, and conflict resolution skills.
3. Excellent organizational skills and attention to detail.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Strong analytical and problem-solving skills.
6. Ability to prioritize tasks and to delegate them when appropriate.
7. Ability to act with integrity, professionalism, and confidentiality.
8. Thorough knowledge of employment-related laws and regulations.
9. Proficient with Microsoft Office Suite or related software.

Competencies

1. Communication
2. Analytical/Problem Solving
3. Confidentiality
4. Relationship Management
5. Integrity

Supervisory Responsibility

None.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 20 pounds.

Position Type/Expected Hours of Work

This is a full-time position that is telecommute eligible. Days and hours of work are generally Monday through Friday, 8:00 a.m. to 5 p.m. This position may require long hours and weekend work.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

A high school diploma.

Two years of human resource or general office/administrative experience.

Preferred Education and Experience

A Bachelor's degree.

SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Twin Transit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.