

HUMAN RESOURCES COORDINATOR

Department: Administration	Location: Administrative Office
Grade/Classification: Grade 8	Date: 3/2025

DEFINITION:

Administrative and professional work in delivering human resource support and service to staff and management.

DISTINGUISHING CHARACTERISTICS:

Requires a diverse range of skills including professional knowledge of recruitment, training and development, performance management, employment law and compliance, compensation and benefits, and human resources systems.

Performs responsible duties utilizing independent judgment in planning and implementation of human resource initiatives.

Excellent oral and written communication skills, ability to interact with employees of all levels, including managers and director requiring courtesy and tact.

Supports human resource initiatives by researching and evaluating trends and presenting for possible implementation.

SUPERVISORY CHARACTERISTICS:

Works under the supervision of the Director of Administration.

EXAMPLES OF WORK PERFORMED

- Primary duties will include project work related to training, Wellness and JEDI, onboarding, performance appraisal, intranet page documentation, and board development programs and processes.
- Assists with recruitment processes and onboarding.
- Assess training needs, monitor training programs and organizational values and DEI initiative.
- Assists with oversight and management of performance appraisal system.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Acts as a liaison between the organization and external benefits providers and vendors, including health, dental, vision, disability, and retirement plan providers.
- Conducts/assists with new hire orientation.
- Coordinates planning and execution of trainings, and special events such as benefits enrollment, organization-wide meetings, and employee recognition events.
- Maintains compliance with federal, state, and local employment laws and regulations; review policies and practices to maintain compliance.
- Partners with Administrative Director, and team members, on HR project work as requested.
- Reports payroll and benefit changes to the finance program.
- Assists with benefit/budget development and review.

- Conducts internal audits for compliance.
- Member of the CSWD Wellness Team and JEDI Committee and assists with planning events, scheduling activities, and distributing information to employees.
- Develops internal communication related to HR functions.
- Proactively identifies latest trends and technologies for possible implementation within CSWD and make recommendations on replacing or improving existing ineffective systems or processes.

General Administration:

- Acts as backup for phone/front desk coverage when HR & Admin Assistant is out of the office.
- Assists with Board communication as requested.
- Assists with developing the United Way Campaign and other community programs.
- General knowledge of programs including Microsoft Office suite, and ability to accurately enter data into a database and generate defined reports.
- Errors could result in monetary loss to the District; confusion and delay; and a decreased level of services.
- Has access to confidential records including personnel files.

ESSENTIAL DUTIES:

Ability to communicate effectively with excellent verbal and written skills.

Must have a dependable attendance record due to the nature of this position.

Ability to proficiently operate a computer and human resource information system (HRIS).

WORKING CONDITIONS:

Minimal physical effort with occasional light to moderate physical effort in carrying, lifting, or moving items to set up for meetings.

Must have transportation available to travel to various CSWD facilities, trainings, and meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working understanding of human resource principles, practices, and procedures.
- Excellent people skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent verbal and written communication skills.
- Working knowledge of Microsoft Office Suite or related software and proficient with or the ability to learn HRIS, and similar computer applications.
- Ability to work independently and be organized and self-motivated.
- Excellent organizational skills and attention to detail.
- Ability to support the District mission to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective, and economical manner.
- Demonstrates District values to work safely, encourage innovation, support & inspire, communicate openly & effectively, be transparent with activities and policies, demonstrate integrity, deliver results, and be respectful.
- Ability to function under pressure and meet deadlines while maintaining a cheerful and helpful attitude.

RECOMMENDED MINIMUM QUALIFICATION

Bachelor's degree in human resources with three years' direct HR experience. A Professional Human Resources Certification a plus, or any equivalent combination of education and experience.