



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HUMAN RESOURCES COORDINATOR

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| Group-Section: Human Resources Group | FLSA Status: Non-Exempt Bargaining Unit: ACE | Salary Grade: 041 Job Code #: VC09 |
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JOB SUMMARY

The Human Resources Coordinator is a journey level stand-alone position responsible for supporting the Office of the Human Resources Group Manager and the Human Resources Services Section. In this support role, this position is privy to highly confidential information relating to the decisions of District management affecting District and organizational issues, employer-employee relations, and handles information that is sensitive and confidential in nature.

DISTINGUISHING CHARACTERISTICS

Positions at this level must be fully competent and use independent judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Provides support to management and assists in the tracking of work projects and the delegation of work assignments to help ensure the smooth and effective operations of the Group and Section Managers' Offices.
2. Maintains appointment calendars for Group and Section managers; schedules/coordinates meetings and appointments; makes room arrangements; reminds managers of pending meetings and provides pertinent information; makes business travel arrangements; and prepares expense reports. Interfaces with and provides support to members of the Board as necessary.
3. Assists with the development of letters, memoranda, reports, charts, tables, forms, and presentations; and prepares summaries of reports, memoranda, and documents for Group and Section manager review.
4. Develops, maintains, and manages accurate and organized manual or computerized filing systems; searches, locates, retrieves and/or tracks files in order to provide requested information; and creates new files and filing systems when needed. Develops systems for tracking information, projects, and pending issues.

5. Examines, verifies, and organizes a variety of records and reports including budget documents and invoices; processes requisitions and invoices; and performs Group P-Card review and approval.
6. Serves as committee coordinator for the Organizational, Personnel and Technology Committee.
7. Coordinates front desk coverage for Human Resources reception desk.
8. Serves as space coordinator for Human Resources.
9. Supports Human Resources functions and programs by assisting with coordination of special events, working directly with outside vendors, administering contracts, processing reimbursements, and representing Human Resources as appropriate.
10. Provides back up support to other areas of Human Resources as necessary.
11. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Associate's degree from an accredited college or university in a related field and four years relevant experience; or four years in a MWD Human Resources Assistant II or higher relevant classification.

Required Knowledge of: Methods and techniques of data collection, analysis, research and report preparation; principles and procedures of data entry and record keeping; principles of business letter writing and report preparation; English usage, spelling, grammar and punctuation; current office procedures, methods and equipment including multi-line phones, facsimile machines, copiers, and computers.

Required Skills and Abilities to: Perform a variety of complex duties; assist in assigned program and/or project budget administration; accurately prepare a variety of complex documents, forms and correspondence; create and maintain a variety of accurate and complex files and records; respond to request and inquiries from the general public; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; respond to request and inquiries from the general public; operate office equipment including computers and supporting word processing and spreadsheet applications and other related software; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Job Title: Human Resources Coordinator

Job Code: VC09

Adopted: 03/09/2015

Revised:

Supersedes:

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Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday time and workload pressures and risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.