JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Coordinator III, Human Resources

EXEMPTION STATUS: Non-Exempt

PAY GRADE: 114

JOB CATEGORY: Administrative Support Workers

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under Administrative Supervision, provides general administrative support to one or more Human Resources functions, including Benefits, Compensation and Classification, Training and Development, Human Resources Information Systems (HRIS), Reporting and Employment. Performs a variety of transactional duties in accordance with established policies, procedures and practices. Provides specialized administrative support for Full Lifecycle Recruiting including selection and onboarding. Serves as a primary recipient for HRIS system requests and HR data processing function including entering, processing changes, maintaining, auditing and reporting on sensitive and confidential HR data. Interfaces with a wide variety of internal and external customers to answer general HR policy questions and information requests and collaborates with supervisors to determine recruiting needs and methods. Typically, reports to management level HR position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities Level II plus:

1. Serves as a primary recipient of District-wide Personnel Action Forms/Requests and Position Change Actions.

2. Ensures the timely and accurate implementation of HR/Payroll database (UKG) changes to ensure accurate payrolls and audits.

3. Creates standard or ad-hoc reports out of UKG and other HR data systems to ensure compliance with federal, state, local and District reporting guidelines.

4. Assist with the support of all aspects of Human Resources as it relates to data requests, including but not limited to data availability, feasibility of requests, ad-hoc reports, technical support and training.

5. Assist with the interview & selection process, attending and conducting interview with supervisors and other key stakeholders - ensures compliance with federal, state, and local employment laws, regulation, and District policies.

6. Collaborates with hiring supervisor, Human Resources Manager, and job candidates during the offer process identifying and recommending starting pay and other pertinent details.

CORE COMPETENCIES:

Competency Level II plus:

- UKG (Edits/Changes)
- Performance Evaluation System (Halogen)
- HRIS Reporting (Ad-hoc)
- FMLA processing and approval
- Benefits orientation
- Benefits enrollment verifications

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** High School Diploma or General Equivalency Diploma (GED).

- **EXPERIENCE:** Five (5) plus years Human Resources administrative support experience.

- **LICENSE AND CERTIFICATION:**

  Required: Human Resources Management Certificate Programs/aPHR Certification Preparation (UNLV) or Associate Professional in Human Resources (aPHR) certification (SHRM) required.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in and office setting. Ability to lift up to ten (10) pounds and occasionally lifting and/or carrying such articles as files or books. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs Level II plus:

- Knowledge of principles, practices, trends, reporting and best practices in Human Resources Information Systems administration.

- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Skill in analyzing, organizing, and presenting technical and analytical data.

DEVELOPED: May 20, 2021

UPDATED: August 25, 2022