

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

JOB TITLE: Coordinator II, Human Resources

EXEMPTION STATUS: Non-Exempt

PAY GRADE: 110

JOB CATEGORY: Administrative Support Workers

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under Direct and Intermittent 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. Interfaces with a wide variety of internal and external customers to answer general HR policy questions and information requests. Typically, reports to management level HR position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities Level I plus:

1. Coordinates and facilitates all phases of the full lifecycle recruiting and selection process to include:
 - a. Collaborates with hiring supervisors to determine the adequacy of previous vacancy announcements/advertising and the nature of any recommended changes.
 - b. Prepares and inputs required recruitment data into the ATS.
 - c. Assist with job posting and advertisement process.
 - d. Applies qualification standards (Screens) to determine eligibility for a wide variety of occupations.
 - e. Schedules interviews, oversees preparation of interview questions and other hiring selection materials.
 - f. Performs new-hire Onboarding process including initiating applicable background checks, medical testing, entering data into applicable HR systems, creating first day/week agendas, answering new hire questions, coordinating with others to ensure a great new employee experience and following up with new hires post-start for feedback. Badge creation.
2. Coordinates, facilitates, and assists with the administration of Benefits programs:
 - a. Assists with benefits orientations and enrollment.

- b. Ensures the accuracy of benefits enrollment data in HRIS to provide vendors with accurate eligibility and billing information.
 - c. Performs quality checks of benefits-related data.
 - d. Ensures compliance for workers compensation claims.
- 3. Coordinates, facilitates, and assists with the administration of Leave programs:
 - a. Assists in the Employee Leave administration process particularly those qualifying Family and Medical Leave Act (FMLA).
 - b. Gathers, completes, and enters required paper work/information to ensure appropriate notice requirements and compliance.
 - c. Maintains communication with employees on leave to ensure compliance and timely return to work.
- 4. Coordinates and facilitates training, education and development functions:
 - a. Assists with, live or WebEx training groups.
 - b. Maintains training records and materials (folders, information packets, enrollment reporting, reimbursement administration) for training sessions and educational programs.
 - c. Coordinates and facilitates training logistics (technology, facilities etc.).
 - d. Prepares written correspondence and information materials for training and education programs.
 - e. Facilitates training programs following pre-established guidelines and/or policy and procedure.

CORE COMPETENCIES:

Competency Level I plus:

- MS Word & Excel (Intermediate)
- Interview & Selection Coordination
- On-Boarding Coordination
- Applicant Tracking System (Cadient)
- HRIS Reporting (Scheduled)
- Benefits & Leave Administration
- Tuition Reimbursement Administration
- Intermediate Learning Management System (LMS)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** High School Diploma or General Equivalency Diploma (GED).
- **EXPERIENCE:** Three (3) plus years Human Resources administrative support experience.
- **LICENSE AND CERTIFICATION:** Associate Professional in Human Resources (APHR) obtained within first 12-months in position.
- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an 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 I plus:

- Knowledge of laws, regulations and best practices applicable to Recruitment & Selection, Benefits Administration, and Leaves of Absence.
- Skill in completing multiple assignments accurately and in a timely manner.
- Ability to handle stressful situations with professional composure.
- Ability to maintain effective interpersonal relationships.

DEVELOPED: May 20, 2021
Revised January 19, 2022