



**CITY OF CRETE
HUMAN RESOURCES COORDINATOR**

Job Status: Full-time; Exempt

Reports to: City Administrator

**Supervisory
Responsibilities:** None

I. GENERAL FUNCTIONS

Provide professional-level human resources support for all City departments (approximately 65 employees). This role has responsibilities in all areas of human resources including employee and labor relations, compensation and benefits administration, recruitment and retention, and more. Regularly works with City Attorney and reports directly to the City Administrator.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Organize and maintain personnel records.
2. Participate in and analyze salary surveys for comparability of city wages and benefits as needed.
3. Assist in development of personnel policies and procedures and maintain employee handbook.
4. Manage full recruitment process for all positions, conduct new employee orientations and outgoing employee exit interviews.
5. Administer employee benefits offered by the City and provide educational opportunities presented by benefit brokers & financial institutions.
6. Conduct bi-weekly payroll for all city employees and accurately maintain payroll & timekeeping system.
7. Assist in disciplinary action and other personnel related issues.
8. Maintain and encourage confidentiality in personnel-related matters.
9. Communicate worker's compensation claims to risk management provider and maintain record of all claims.
10. Manage Family and Medical Leave (FMLA) process.
11. Stay up to date on HR-related laws and regulations.
12. Coordinate staff training opportunities and recognition events.
13. Attend City Council and other committee meetings as necessary.
14. Regularly convene employee Safety Committee.
15. Act as the Civil Service Commission Chief Examiner and Secretary.
16. Provide backup functions for the City Clerk and Finance Director.
17. Other duties as assigned by City Administrator.

III. KNOWLEDGE, SKILLS, ABILITIES

1. Knowledge of Human Resources principles
2. Knowledge of HR-related federal and state laws and regulations affecting the City of Crete
3. Knowledge of the organization and operations of city government and sound administrative programs
4. Skill in operating computer programs, including Microsoft Office and HR software
5. Ability to efficiently read, write, and speak English.
6. Ability to effectively work with people of all ages, disabilities and backgrounds
7. Ability to apply appropriate city code and personnel policies to various personnel situations
8. Ability to organize and maintain records
9. Ability to establish and maintain effective working relationships with officials, employees, and the public.
10. Ability to work independently.

IV. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the essential duties and responsibilities of this position to be achieved. Preference will be given to job applicant documenting successful experience in like or similar positions, and those who possess a college degree in Human Resources or related field.

V. MINIMUM QUALIFICATIONS

1. Must be at least 21 years of age
2. Have high school diploma or GED
3. Must be authorized to work in the U.S

VI. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The physical demands described are representative of those that must be met 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.

VII. OTHER

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.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date

Last Revised: January 2021