



**WEST CENTRAL MN COMMUNITIES ACTION, INC.**

*“West Central MN Communities Action, Inc., a resource agency, is dedicated to reducing the effects of poverty and helping people achieve self-sufficiency, and improving the quality of rural life.”*

|                               |                                |                    |
|-------------------------------|--------------------------------|--------------------|
| <b>Employee Name</b>          |                                | <b>Division</b>    |
|                               |                                | Administration     |
| <b>Job Title</b>              | <b>Job Classification Code</b> | <b>FLSA Status</b> |
| Human Resources Coordinator   | Grade 7                        | Non-Exempt         |
| <b>Reports to:</b>            |                                | <b>FTE</b>         |
| CEO                           |                                | Full-time          |
| <b>Employee's Signature</b>   |                                | <b>Date</b>        |
|                               |                                |                    |
| <b>Supervisor's Signature</b> |                                | <b>Date</b>        |
|                               |                                |                    |

**PRIMARY FUNCTIONS**

- Responsible for the overall administration, coordination and evaluation of the human resources functions of the agency.
- This position plans, coordinates and implements multiple human resource functions.
- Works in collaboration with leadership team to assess needs, develop human resources policies and procedures, and ensures compliance with applicable legislation and regulations.
- The employee's primary duty includes the exercise of discretion and independent judgment.

**AGENCY EXPECTATIONS**

- Adhere to Agency policies and procedures.
- Acts as a role model within and outside the Agency.
- Provide friendly, responsive service to the public, community organizations and to those we serve.
- With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
- Support, develop and maintain productive relationships required to carry out job activities.
- Demonstrate flexible and efficient time management.
- Maintain the security and confidentiality of all records and interpersonal interactions.
- Serve as an advocate.
- Work effectively and cooperatively with community partners and co-workers.
- Participate in Agency-wide and program events.

**QUALIFICATIONS**

Minimum

- Bachelor's degree in a field relating to Human Resources, or Business Administration.
- Two (2) years' experience with Human Resources and Management, supervising staff and leadership experience
- Excellent communication skills; verbal and written
- Proof of valid driver's license and current/adequate vehicle insurance coverage

Preferred

- Direct experience overseeing Human Resources
- Detailed orientated, flexible, ability to work well under pressure and independently
- Society of Human Resources Management (SHRM) Certification
- Experience in automated payroll and HR software

**REPORTING TO THIS POSITION ARE:**

None

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## **ESSENTIAL FUNCTIONS**

### **1) Human Resources**

- a) Review and approve all hires, corrective actions and performance reviews. Assist supervisors with counseling and corrective action, suspensions and terminations.
- b) Consults and provides resources to assist supervisors in implementing, following and enforcing all Personnel Policies adopted by the Board of Directors.
- c) Ensure that the agency is compliant with OSHA Regulations, State Statutes, Equal Employment Opportunity, American's with Disabilities, and Affirmative Action Plan. Coordinate all FMLA requests and tracking, as well as responsible for coordinating COBRA and insurance enrollment with Agency Broker
- d) Responsible for coordinating and completing Affirmative Action data collection, tracking, and reporting, i.e. Affirmative Action Plan and Report as required
- e) Prepare and process Employee Packet Requests, in all areas of the employee hiring process, including all in and out processing of employees
- f) With the assistance of the Agency Administrative Assistant, ensure proper background check and driver record check are complete and favorable before any hire
- g) Coordinate and conduct new employee orientation
- h) Coordinate process of all employee benefits with Payroll and Agency Administrative Assistant
- i) Process, track and maintain all Workers Compensation documentation
- j) Maintain strict confidentiality of all human resource information/data
- k) With the assistance of the agency administrative assistant, provide reminders for employee evaluations, medical requirements, including all Head Start Performance Standards personnel requirements

### **2) Administrative Responsibilities**

- a) Work in collaboration with the management team in the development of Human Resource activities
- b) Provide and support professional development and training opportunities for staff.
- c) Participate in regional and state Human Resource networking groups
- d) Maintain and safeguard all personnel files and records

### **3) Agency Support**

- a) Represent Agency in the communities we serve
- b) Compile and submit required reports, plans and data to Supervisors
- c) Assist with other projects as requested by supervisor
- d) Attend and participate in agency, community and state meetings important to effective Agency operations
- e) Seek out additional training to enhance personal development
- f) Support the agency's Board and Governance structures relating to administration
- g) Assist in preparation for the agency and 403B Audit

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

**Physical demands:** The physical demands described here 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.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; each with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to **10** pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** Work environment characteristics described here 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.

The noise level in the work environment is usually moderate.