

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Human Resources Staffing Coordinator
Job No.: 23-11-501-12
Department: Administration
Classification: Non-Exempt
Job Type: Full-time
Starting Pay: \$36,500.00 annually/\$17.54 hourly
Posting Dates: Until Filled

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Under general supervision, is responsible for assisting HR with City staffing and employment processes, training, related to talent acquisition, employee engagement, performance management, onboarding, policy administration and employment law compliance.

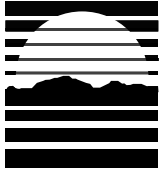
SUPERVISION

General supervision is provided by the Human Resources Manager and direct management by the City Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)*

1. Provides administrative support for civilians and sworn employment processes to include posting, requisitions, screening applications, scheduling interviews, preparing interview packages for interview panel, and reviewing selection packages.
2. Coordinates any required background checks including potential applicants for medical and/or psychological examinations.
3. Assist the Horizon City Police personnel with investigations by reviewing personnel records, field investigations records and other data used in the investigation process.
4. Assists the Police Chief and Communications Manager in the development and management of advancement and promotions activities within the Police and Communications Departments.
5. Coordinates in-house promotional process by posting, reviewing, and scheduling interviews with department heads and supervisors.
6. Provides all completed in-house promotion activities, employment applications, reference checks, and criminal background reports to Human Resource Manager for final review and approval prior to recommendations to department heads and supervisors.
7. Coordinates recruitment efforts for sworn, exempt, non-exempt personnel; includes managing position postings for internal and external job openings when needed.
8. Develops and maintains recordkeeping and documentation for all City personnel.
9. Ensure all federal and state regulations are met concerning hiring and staffing.
10. Setup and schedule meetings for interviewers, supervisors, managers, employees, and department heads.
11. In conjunction with the department heads, managers and supervisors, coordinate training on various Human Resources policies, procedures, laws, standards, and government regulations.
12. Assists with training needs through surveys, interviews with employees, focus groups or consultation with management and instructors.
13. Develop and implement effective recruiting strategies. Analyze results annually and make changes and recommendations as needed.

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14. Identify optimum recruiting opportunities and represent the City at key recruiting fairs and events.
15. Assist with maintenance and administration of HR systems such as Time & Attendance.
16. Develops and prepares appropriate staffing reports.
17. Must be able to establish and maintain effective working relationships with fellow employees, officials, and the public,
18. Assumes the duties of coworkers as needed to ensure continuity of operations during absences.
19. Maintains safe work practices in accordance with City's rules and policies.
20. Performs any other duties as assigned by the Human Resources Manager, City Clerk, Police Chief and/or Mayor.

MINIMUM JOB REQUIREMENTS

EDUCATION

An Associates degree in human resources management, business or public administration, or a related field, including three or more years' experience in a Staffing Coordinator or Human Resources role. An equivalent combination of education, training and experience in related fields may substitute for experience.

Keyboard and Personal Computer knowledge required.

Bilingual preferred (English and Spanish).

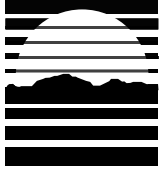
KNOWLEDGE, SKILLS, AND ABILITIES

- Key knowledge related to selection and training of personnel.
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to develop and present training to adult learners.
- Proven knowledge of developing and implementing human resource strategies including hiring, training, and orientating new employees.
- In-depth knowledge of current legal regulations related to Human Resources.
- Strong interpersonal skills and communications skills.
- Excellent organization and leadership abilities.
- Ability to establish and maintain effective work relationships with staff, and top management through verbal and written communications.

Other Job Characteristics:

- Work is performed in a standard office environment.
- Light physical demands; mostly desk work.
- Prolonged periods of sitting at a desk and working on a computer.

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- Frequent to constant use of a personal computer.
- Must be able to lift 15 pounds at times.
- Current work hours (subject to change with or without notice) are Monday through Thursday 7:00 a.m. to 6:00 p.m. with 1 hour lunch and off on Friday. This position may be required to modify and or flex their assigned work schedule as needed to meet Human Resources deadlines.
- Frequent extending keyboarding activity related to data entry, research, and retrieval.

To apply please submit a Resume along with the [Horizon City Application for Employment](#) found in the following website and email to: jobs@horizoncity.org; or visit website at <http://www.horizoncity.org/human-resources/> for additional information.