

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

SEPTEMBER 6, 2019

HUMAN RESOURCES COORDINATOR [Code: HR000]

The Human Resources unit of NKY Health is accepting applications for a Human Resources (HR) Coordinator to work under general direction within established HR protocols and practices to coordinate assigned HR functions and to perform related duties as required. Initially, the position is based at our District office currently at 8001 Veterans Memorial Drive in Florence. Usual work hours are M-F between 8:00 a.m. and 5:00 p.m.

Status: Full-time non-exempt (paid hourly) merit system position
Classification: Human Resources Coordinator
Band: 5
Pay Rate: \$15.70 - \$21.73/hour (based on similar experience)
Reports to: Human Resources Administrator

Essential Functions include, but are not limited to:

1. **Coordinates application process, onboarding and offboarding of students.** (Application Process: Shares applications. Schedules and follows up on interviews. Onboarding: Schedules start dates. Ensures learning agreement is in place and sent. Works with staff to ensure workspace, email and computer access are set up. Guides students through first day. Works with colleges and programs to ensure a signed affiliation agreement is in place then files the agreement. Processes onboarding documents. Offboarding: Collects ID badges, orientation materials and exit checklists. Invites students to complete evaluations. Works with staff to ensure e-mail and computer access is shut down. Processes offboarding documents.)
2. **Assists with application process, onboarding and offboarding of employees.** (Application Process: Prepares drafts of job postings. Processes employment application materials. Prepares and distributes interview packets. Processes interview notes. Onboarding: Sets up employee files. Guides employees through assigned sections of orientation checklist, HRIS setup, and TRAIN setup. Processes onboarding materials as received. Reminds HR Administrator of milestone dates. Completes other onboarding tasks as assigned. Offboarding: Moves files to appropriate folders. Processes offboarding materials as received. Completes other offboarding tasks as assigned.)
3. **Maintains files and records for assigned work unit.** (Tracks receipt of items, follows up with reminders of deadlines for returning items, and processes items upon receipt. Examples include but are not limited to forms, documents, records, and other materials associated with: * Open enrollment confirmations (annually for all staff) and benefits enrollments (as received). * Performance evaluations (annually for all staff). * Job descriptions (annually for all staff). * Training modules (annually for all staff). * Student/employee onboarding. * Student/employee offboarding. Moves paper records to appropriate folders. Scans paper records to electronic format. Purges and destroys records no longer needed including but not limited to annual archiving for HR. Monitors HRIS for accuracy and completeness of data and reminds staff to correct inaccuracies or deficiencies. Updates training records in HRIS, including uploading records of orientation, annual required training, ad hoc training, and entering individual training records. Maintains records for the NKPHI.)
4. **Assists with communications for work unit.** (Creates and maintains Word, Excel, and PowerPoint documents and forms routinely used by work unit. Prepares draft memos, letters, and other communications, including but not limited to preparing forms and notifications for all-staff pay increases and preparing certificates of destruction for archiving. Prepares simple to complex routine and non-routine reports including but not limited to Analysis of Terminations Report (ongoing), and other ad hoc reports, logs, and lists as requested. Assists with maintenance of HR sites. In absence of supervisor, monitors HR unit, handles routine HR issues, and routes non-routine time-sensitive issues.)
5. **Ensures that routine office functions specific to work unit are performed to standard.** (Assembles packets and other materials used by work unit from new or existing materials, including but not limited to preparing and customizing recruiting packets and new hire packets and preparing the Personnel Board packet. Handles mail, including making trips to Post Office up to twice/week, preparing mass mailings, and sending e-mails. Inventories, orders and maintains office supplies routinely used by work unit. Procures non-routine office supplies and equipment needed by work unit. Performs simple maintenance and troubleshooting on office equipment.)

6. **Coordinates meetings/functions/events.** (For Personnel Board Meetings (usually quarterly), New Hire Orientation Meetings with Senior Staff (usually quarterly), Managers and Supervisors Development days (usually quarterly), and other ad hoc meetings: * Schedules meetings on calendars. *Notifies attendees of upcoming meetings and accepts RSVPs. * Updates attendees when meetings change. * Ensures that meeting room is set up. * Procures supplies (including any food requested, copies of agendas, meeting materials, etc.). Takes and prepares minutes. Coordinates United Way event (annually). Coordinates training events (annually and as requested): Reminds training module “owners” to review and/or update modules. Sends modules for review/update. Tracks changes made to each module. Archives completed modules. Uploads annual and ad hoc training assignments and records into HRIS.)
7. **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
8. **Performs other duties.** (Attends work as scheduled or use approved leave. Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned duties.)

Minimum Pre-Hire Qualifications: A valid, active driver’s license, reliable transportation and either of the following is required prior to appointment date:

- 60 semester hours toward a degree in Human Resources, Public Administration, Business or closely related field from an accredited university/college.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Preferred Qualifications: Same as above plus recent prior experience in Human Resources or administration in a public agency in KY or in a public health department.

Minimum Post-Hire Qualifications: Must complete job-specific training as assigned.

To Apply:

Apply through CareerBuilder ONLY (www.careerbuilder.com).

Paper applications, faxed applications, and e-mailed applications will be discarded without consideration.

For immediate consideration apply by 9/16/2019.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code HRCOO on any attachments or correspondence. No phone calls please. Selection will be made by interview(s), skills test, and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

Northern Kentucky Health Department Human Resources – HRCOO
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