



LAS VIRGENES MUNICIPAL WATER DISTRICT

Employment Opportunity
Human Resources Coordinator

An Equal Opportunity Employer

SALARY

\$35.09 - \$45.61 Hourly \$6,081.94 - \$7,905.91 Monthly

OPENING DATE: 05/01/22

CLOSING DATE: 05/31/22 11:59 PM

POSITION:

***Pending Board Approval.**

Under the general supervision of the Human Resources Manager, the Human Resources Coordinator performs a variety of technical and administrative duties in support of the District's comprehensive human resources management program.

ESSENTIAL DUTIES

Develops and maintains a variety of personnel files, records, and documents; enters and maintains a variety of data in the human resources information system to ensure that employee records are accurate and up-to-date.

Processes a variety of personnel actions (e.g., new hires, promotions, terminations, transfers, salary adjustments, leaves of absence); coordinates personnel actions with payroll activities to ensure accurate processing of personnel actions and maintenance of personnel status.

Provides technical and administrative support to recruitment processes including preparing and posting job announcements, administering advertising and recruiting efforts, screening and managing applications in the online applicant tracking system, managing applicant communications, identifying and soliciting the participation of subject matter experts, scheduling tests and interviews, preparing test and interview materials, compiling and recording scores, and preparing eligibility lists.

Coordinates selection, pre-employment, and onboarding processes including scheduling selection interviews, initiating background checks, extending job offers, preparing and issuing offer letters, arranging pre-employment physicals, conducting new employee orientation, and entering new employee data in required systems.

Provides technical and administrative support to the administration of District benefit programs (e.g., medical, dental, disability, life, FSA, employee recognition, COBRA, open enrollment, etc.) including conducting the intake, review, and submission of enrollment forms, entering enrollment data into vendor systems, and conducting monthly invoice preparation.

Coordinates the District's employee training program including managing the training calendar, scheduling and assigning training, tracking and monitoring completion, and maintaining related records; administers the online training platform, including adding and maintaining user accounts.

Coordinates the employee performance evaluation process, including tracking and following up on overdue evaluations; administers the online performance appraisal system, including adding and maintaining user accounts.

Provides technical and administrative support to the risk management function, including worker's compensation and occupational health and safety.

Provides information and assistance to employees, the public, and external agencies pertaining to human resources issues and programs; interprets, applies, and explains contract provisions, administrative policies and procedures, and state and federal laws and regulations.

Tracks, compiles, and maintains a variety of data and reports; responds to requests for information such as requests for salary and benefits data from external agencies.

Reviews and processes a variety of billing and payments including those pertaining to insurance billing and employee reimbursements.

Performs a variety of clerical and administrative support functions to support the efficient and effective operations of the Human Resources Division.

Performs special projects and assignments in support of the Human Resources Division; assists the Human Resources Manager with collecting and compiling data and information during labor negotiations; facilitates and serves on committees and taskforces.

Performs other duties as assigned.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles, procedures, and best practices of public personnel administration and management;
- District policies, memoranda of understanding, and local, federal, and state laws pertaining to personnel administration;
- Principles and practices of data collection and report preparation;
- Principles and procedures of records management;
- Office software and computer programs and applications including integrated human resources information systems

ABILITY TO:

- Coordinate and perform a broad array of human resources administration activities;
- Interpret, apply, and explain complex laws, rules, regulations, policies, and procedures pertaining to human resources administration;
- Gather, compile, and maintain data from a variety of sources and prepare reports;
- Coordinate multiple projects, activities, events, and processes simultaneously;
- Plan and organize work to meet changing priorities and deadlines;
- Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications;
- Perform mathematical calculations accurately;
- Maintain confidential records and information;
- Communicate in an effective manner with applicants, employees, and the public in one-on-one and group settings, both orally and in writing;
- Establish and maintain effective and collaborative working relationships with others at all levels internal and external to the organization

PHYSICAL AND SENSORY REQUIREMENTS:

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines;
- Ability to lift and carry up to approximately twenty-five pounds, and to reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: An associate degree in Business Administration or related field.

EXPERIENCE: Two (2) years of human resources or administrative support experience.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS: A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS: An IPMA-Certified Professional (IPMA-CP) or IPMA-Senior Certified Professional (IPMA-SCP) certification from the International Public Management Association for Human Resources. A SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification from the Society for Human Resource Management.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lvmwd.com>

OR

4232 Las Virgenes Road
Calabasas, CA 91302

Job #2022-00266
HUMAN RESOURCES COORDINATOR
MS

Human Resources Coordinator Supplemental Questionnaire

- * 1. What areas do you have experience in from the list below? (Check all that apply).
- Recruitment & Selection
 - New Hire Onboarding & Orientation
 - Processing Personnel Actions
 - Employee Benefits Administration
 - Employee Records Management
 - Interpreting and Applying HR Related Policies & Collective Bargaining Agreements
- * 2. Please describe in detail your human resources support experience including all areas of human resources you have performed. Include the number of years performing these duties and where you gained this experience.

* Required Question