

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES COORDINATOR

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To perform specialized human resource administration and technical support work and respond to complex inquiries on all aspects of the college's human resources management and diversity programs, including: employee relations, compensation, benefits, human resources information management, credentialing, policies and other related matters. Position requires the ability to act in an advisory capacity to the professional, administrative, support staff and faculty on complex technical or procedural matters, referring issues related to policy administration to an administrator. Also perform routine clerical work, which includes some responsibility to prepare documents for the Director of Human Resources. Full access to Patient Health Information (PHI Level).

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree from an accredited institution required, preferably in administration or human resources management or six years' experience in human resource administration or payroll/accounting administration may be substituted for the degree requirement. Certification in human resource management preferred.
2. Years of experience in field: Three years' full-time experience in human resources or higher education administration required. Proficient in use of computer software such as MS Office, Outlook, Word, Excel and Internet required. One year of full-time Human Resources Information Systems (HRIMS) management or Higher Education Information Management software (HEIM) experience required.
3. Special skills or abilities related to position: Ability to deal effectively with outside agencies, college administrators, employees, and the public. Knowledge of and ability to interpret and apply personnel laws, policies, and practices. Ability to identify and apply technological solutions to meet human resources business requirements.

PREREQUISITES FOR POSITION (Qualification Standards): (Continued)Special skills or abilities related to position:

Ability to identify and apply technological solutions to meet human resources business requirements. Demonstrate organizational, problem solving, personnel management, and leadership ability. Demonstrate extensive knowledge of the principles and practices of human resource administration. Ability to make minor decisions in accordance with State Board of Community College rules, college policies and Procedures and to apply these as needed to problems and situations. Ability to handle multiple priorities and confidential assignments, organize work, and function independently with minimal supervision. Ability to adhere to strict deadlines on a continuing basis and function effectively under heavy workloads during peak periods. Possess the ability to promote and maintain effective working relationships. Has ability to make sound judgement and has good decision-making skills. Has excellent computer skills and is proficient in word processing, spreadsheets, database, and data input. In addition, displays exceptional written and oral communication skills. Ability to maintain and protect confidential and sensitive information.

ESSENTIAL JOB FUNCTIONS:

1. Provide administrative and clerical support to Director of Human Resources.
2. Coordinates and manages routine operational activities and special projects within the Human Resources department as assigned.
3. Advise administration and supervisors on human resources-related issues, and make recommendations if needed.
4. Process all Personnel Action Forms (PAF) for full time staff, part-time staff, work-study, students, (including adjuncts and part-time instructors each semester as needed).
5. Process supplemental and course load contracts for adjuncts and part-time instructors each semester.
6. Prepare the Personnel Board Report each month on behalf of the HR Director, to be submitted to the District Board of Trustees for final approval. May assist with review meetings in the absence of the HR Director.
7. Prepare reports, create memo's and process annual grant notifications to staff members in temporary/student or state funded job lines.
8. Prepare, review, interpret, analyze and approve a variety of data, information and reports.
9. Oversight of specialized college-wide projects for compliance with Florida State laws, Federal laws, and CF policies and procedures.
10. Act as liaison between all college campuses and college administration personnel in processing documents and responding to inquiries on matters related to personnel actions as is relates to federal laws, Florida State Statutes, CF policies and procedures.
11. Input and maintain sensitive and/or confidential data into the HRIMS personnel/payroll Jenzabar Human Resources Information Management system. Work with payroll officer in certifying accuracy of data.
12. Submit required electronic state and federal data for new hires to required agencies.
13. Process electronic unemployment compensation claims. Respond to written and verbal questions from U.C. adjudication unit and serve as the college representative/liaison for all unemployment claim hearings.

Revised 7-23-2020

Revised 07-06-2020; 07-07-15

Revised 3-13-2015; 6-11-13; 3-16-11

Revised 7-1-10 changed from P/T to F/T; New - 11-04-09

ESSENTIAL JOB FUNCTIONS (Continued):

14. Conduct detailed audits on personnel files for I-9 Employment Eligibility and Verification and State Audit compliance.
15. Oversight of Human Resources personnel file scanning process for continuity which includes staff training, detailed document analysis, auditing and editing system files and meeting goals for accuracy and completion.
16. Manage and audit the college-wide Background Check process for Florida State and CF policy/procedure compliance.
17. Daily maintain and update reports and spreadsheets related to background check compliance and Personnel Action Form tracking.
18. Provide staff training to new hires regarding the hiring process and basic human resources procedures and resources available as it may relate to their position.
19. Responsible for verifying and reporting all personnel actions to the Board of District Trustees on a monthly basis.
20. Oversight of Volunteer Program and projects including annual reports and department audits for active volunteers annually.
21. Prepare and process records, documents, correspondence and other materials of a sensitive nature.
22. Provide back-up coverage for human resources staff.
23. Attend training, meetings, and conferences related to job responsibilities.
24. May require overnight, out-of-district travel on a recurring basis.
25. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

HUMAN RESOURCE COORDINATOR

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PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Director of Human Resources