

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Human Resource Coordinator

Salary Grade: IV

Division: Administration

Date: February 2016
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Approved by: D. Helmer

Position Charter:

Under the general direction of the Director of Personnel and/or designee within the limit of established local, state, federal agency and Park Commission policies and procedures, the Human Resource Coordinator is responsible for the administrative and record keeping functions of the Payroll and Human Resource operating units. In this capacity, performs the typing, data entry and file maintenance functions for the area and assists in communications with the staff, the public and other operating units and external service providers.

Essential Functions:

- Ensures the confidentiality of Payroll and Human Resources Information
- Prepares biweekly payroll for entry into the Automated Payroll System
- Prepares biweekly payroll reports but not limited to: Salary Distribution, Account Summary, Taxes, etc.
- Prepares paychecks for distribution to departments
- Prepares biweekly overtime by division report
- Maintains accurate control of employee time balances
- Verifies annual time balances in accordance with collective bargaining agreements and policies
- Prepares annual vacation schedules
- Prepares monthly Absence report for Personnel and Safety Committee meeting
- Sends Medical Leave/Disability Request forms out to employees per Disability Policy
- Distributes information regarding evaluations to Directors semi-annually
- Receives and delivers various verbal and written directions
- Answers the telephones and responds to questions within the scope of his/her position and refers calls to the Manager of Human Resources or other appropriate individual
- Researches answers to requests and employee concerns
- Maintains record retention files for the department
- Updates and maintains personnel files
- Completes employee reference and documentation forms

Other Functions:

- Assists in the administration and claims processing of employee benefit plans
- Assists in the process of enrollment/onboarding of new hires/re-hires (full/part time), including

new hire orientation

- Assists in the reference verification process associated with the application process
- Assists departments in scheduling new hires for a post offer pre-employment medical exam
- Assists with the advertising for vacant positions & distributes resumes & employment applications to the appropriate department
- Prepares and posts internal job postings as required by collective bargaining agreements
- Maintains seniority lists, emergency contact information, and organization charts
- Completes state mandated labor statistic reports as required
- Coordinates annual safety awards program along with the Manager of Safety and Compliance
- Prepares Medicare Part B reimbursements for Retirees on a semi-annual basis
- Plan, schedule, & coordinate employee activities
- Completes other tasks as assigned

Qualifications:

- Baccalaureate or Associates degree from an accredited institution of higher learning in Human Resources, Business Administration, Labor Studies, & Employee Relations or related field.
- Three years of clerical or secretarial experience, preferably with two years in a human resource/payroll capacity for a public employer; with hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Excel & Word.
- Ability to comprehend established office routines and rules and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.