



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

JOB DESCRIPTION

Human Resources Coordinator

PURPOSE OF THE POSITION: Ensuring Employee Relations, Benefits, Recruitment, and HR Administrative functions run smoothly and effectively to deliver maximum value to the Organization as a whole.

SUPERVISOR: *Chief Financial Officer*

QUALIFICATIONS:

- Bachelor's Degree in Human Resources or related field; concentration in Organizational Behavior preferred
- Experience with Employee Relations, Recruitment, and Benefits Administration.
- Proficiency in using a variety of computer software applications, including Microsoft Office
- Acceptable criminal background check and credit report.

DUTIES:

Administrative

- Maintains employee handbook and policies and procedures manual.
- Monitors performance evaluation program.
- Partners with employees and management to communicate various Human Resources policies, procedures, laws, standards and government regulations.
- Conducts exit interviews, analyzes data and makes recommendations to the management team for continuous improvement.
- Assists with the notary program
- Perform audits as necessary
- Enters data into GMS and GHG system ensuring the accuracy of information
- Prepares and maintains personnel files in compliance with applicable requirements
- Processes personnel action forms and assures proper approvals; disseminates approved forms in a timely fashion
- Prepare and maintain monthly new hire and termination reports
- Completion of unemployment claims

Benefits Administration

- Process enrollments and terminations. Submit required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions
- Manages annual open enrollment period.
- Review monthly billings from insurance providers.
- Assist employees in filing life insurance, short term disability and all other related and deferred benefit claims
- Assist CFO in obtaining statistics and information in renewal process of any health, life and

retirement plans that benefit the company

- Ensures the accuracy of all benefit enrollments to provide vendors with accurate eligibility information

Employee Relations

- Manage and resolve complex employee relations issues. Conducts effective thorough and objective investigations
- Represents the agency for unemployment claims

Recruitment

- Responsible for referring candidates for positions in the agency
- Analyze information provided on a prospective employee's application
- Verifies background checks, prior employment references and transcripts
- Conducts new hire orientations
- Writes and places advertisements
- Performs recruitment activities, screens ,evaluates, tracks candidates for selected positions and respond with follow up letters at the end of the recruiting process