



**CITY OF AUBURN**  
**invites applications for the position of:**  
**Human Resources Coordinator**  
**(Training and Development)**

25 WEST MAIN STREET  
 AUBURN, WA 98001  
 HUMAN RESOURCES: 253-931-3040  
[www.auburnwa.gov](http://www.auburnwa.gov)

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**SALARY**

	<u>Monthly</u>		<u>Annually</u>
	\$5,887.36 - \$7,236.92		\$70,648.32 - \$86,843.04

**OPENING DATE:** 06/28/19

**CLOSING DATE:** Continuous

**DEPARTMENT:** Human Resources

**POSITION DETAILS:** **The first review of applications will take place on Tuesday, July 16th.**

The HR Coordinator position will perform professional work coordinating a number of public Human Resources programs with an emphasis on citywide training, recruitment and selection, benefits administration, HRIS systems, and other areas of Human Resources as assigned. Work is conducted in accordance with federal, state, and local statutes; professional, administrative, and legal standards; and general policies as established by the Mayor, City Council, and Human Resources Director.

**PRIMARY DUTIES TRAINING AND DEVELOPMENT FOCUS**

- \*Develops and coordinates citywide and regulatory training, including preparing and conducting training sessions, confirming training sites and session dates, setting up room arrangements and supplies, contacting attendees with training information, and coordinating refreshments; participates as a facilitator in appropriate training, as required.
- \*Acts as the administrator for the City's learning management system, creating learning paths, uploading training courses, and assisting users in the use of the system.
- \*Researches curriculum and creates online and instructor-led training courses, consulting with department subject matter experts to ensure training objectives are met.
- \*Develops and maintains the City's calendar schedule of training programs and events, coordinating with subject matter experts in setting up department specific trainings.

**EXAMPLES OF OTHER WORK/RESPONSIBILITIES**

- \*Develops and administers the complete recruitment and selection process for position vacancies including, but not limited to, requests to fill, advertising, job announcements, application screening, developing valid

skill tests and appropriate interview questions, participating in and supporting the oral panel interviews, checking references, and ensuring procedural compliance in all hiring processes.

\*Verifies, places, and tracks position advertisements; reviews applications and answers applicants' inquiries; prepares job announcements and interview questions; schedules and coordinates interviews; participates in interview panels; proctors applicant testing; updates the City's employment webpage; conducts reference and background checks; and obtains abstract of driving records as part of the hiring process.

\*Coordinates with the Human Resources Assistant for preparation of payroll reports and documentation for new hires, promotions, and lateral transfers; assists in maintaining the department filing systems, employee personnel files, and computerized human resources information system.

\*Tracks various human resources programs including, but not limited to, performance management systems, employee handbooks, recruiting statistics, and advertising costs.

\*Accurately inputs data into complex computer database systems; utilizes Word, Excel, and report-writing software (e.g., Crystal) to create reports and spreadsheets; may create and update organization charts.

\*May conduct new employee orientations; conduct exit interviews with departing employees; and periodically review packets for relevance and completeness.

\*May assist in coordinating the Civil Service program, including implementing Civil Service recruitments and background processes; drafting and distributing meeting and hearing agendas; and answering Civil Service questions from the public and applicants.

\*May conduct investigations and follow ups, and responds to Labor and Industry and unemployment claims, as directed.

\*Assists with the City's CDL (DOT) mandated drug and alcohol testing program for affected positions; works with division supervisors for employees training and testing.

\*May assist with the City's Wellness programs.

\*May assist in wage and salary administration, tabulate statistical information, conduct salary surveys; respond to, and assist with conducting, compensation and benefit surveys; and provide information on salaries, contracts, and positions to other agencies and jurisdictions.

\*Assists department personnel with various clerical and routine administrative duties; answers phones, greet visitors, and assist employees and the general public.

\*May conducts weekly Public Defender Screening at the courthouse; run reports from SCORE Jail, and process applications for screening.

\*Maintains confidentiality of personnel records and other information.

\*Uses multiple-line telephone system and efficiently handles heavy volume at times.

\*Recommends changes to personnel policies and procedures.

- \*Recommends job classification changes.
  - \*Answers inquiries on recruitment issues, as directed.
  - \*Performs research and data compilation for various projects as necessary.
  - \*Safely uses office equipment; uses computer for word processing, spreadsheet applications, employment actions, and employment inquiries; types correspondence, reports, contracts and other material; distributes correspondence, memorandums, meeting agendas, training information and other materials, as necessary.
  - \*Communicates effectively, both orally and in writing.
  - \*Coordinates several projects simultaneously, some of which may involve interdepartmental meetings and coordination.
  - \*Independently plans and carries out workload, coordinating with other staff as necessary.
  - \*Regular, reliable, and punctual attendance.
  - \*Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, onsite (appropriate City worksites).
  - \*Works effectively under pressure and with frequent interruptions.
  - \*Completes work and projects in a thorough and timely manner.
  - \*Understands and follows directions from supervisors, posted work rules, and procedures.
  - \*Works courteously and effectively with public officials, citizens, contractors, vendors, supervisors, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.
  - \*Shows initiative in performing job functions.
  - \*Performs related work as required.
- \* = Primary function.

**MINIMUM  
QUALIFICATIONS**

Bachelor's degree in human resources/business administration, or closely related field, plus two (2) years of related human resources/recruiting experience and advanced computer skills; **OR** a combination of education, experience, and training that indicates the ability to successfully perform the essential elements of the position listed above.

***Experience with developing and coordinating training programs is preferred.*** Human Resources Certification is highly desirable. Successful experience with current computerized human resources systems and spreadsheet applications is highly desirable. Successful experience using automated recruiting resources is highly desirable.

**ADDITIONAL  
INFORMATION**

**WORKING CONDITIONS**

The employee works indoors in clean, climate-controlled workspace. The employee is required to sit, talk, and hear; frequently required to work and use hands to finger, feel, or handle writing utensils, computer, and office supplies which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, bend, or

stoop. Specific vision abilities include close distant, color, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to lift or move up to 25 pounds. The position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills and verbal de-escalation techniques. The employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.

### **REPORTING RELATIONSHIPS**

Under the general direction of the Human Resources Manager. The employee works with a great deal of independence. Unusual cases or policy or legal matters are referred to the supervisor. Performance is reviewed for timeliness, effectiveness, and accuracy through observation, discussion, and periodic formal evaluation.

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### **Human Resources Coordinator (Training and Development) Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's degree in Human Resources, Business Administration, or closely related field?  
 Yes    No
  
- \* 2. Do you have at least two years of related human resources experience?  
 Yes    No
  
- \* 3. Do you have professional work experience developing and coordinating a training program?  
 Yes    No
  
- \* 4. Indicate your number of years experience developing and coordinating training programs.  
 No Experience  
 Less than 2 years  
 2 - 5 years  
 5 - 7 years  
 More than 7 years
  
- \* 5. Briefly describe your experience developing agency-wide training programs.
  
  
- \* Required Question