

Job Class Code: 0310	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide support in the processing and maintenance of Human Resources information. The class is responsible for collecting and analyzing information, processing Human Resources actions, updating and maintaining documentation, verifying accuracy, and providing support for related activities. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Collects and reviews personnel information for personnel files.
- Verifies accuracy of personnel data to ensure records are in order.
- Processes personnel actions such as new hires, status changes, salary adjustments, and terminations ensuring actions are in accordance with policy and have been properly approved in accordance with established internal controls.
- Updates and maintains personnel records/documentation for accuracy and agreement with operating budgets.
- Supports staff and employees with related personnel activities such as conveying policies and procedures.
- Prepares and maintains various reports, records, and other documentation.
- Facilitates training on the City's Human Resources policies and procedures.
- Provides information such as employment notices and statistical data.
- May supervise or lead subordinate staff including training, scheduling, assigning and evaluating work.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes discounts, ratios, rates, and percents; may use descriptive statistics.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires an associate's degree or any equivalent combination of education and experience in human resources management or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related experience.
Special Certifications and Licenses	None

ADA REQUIREMENTS

City of Chesapeake

Class Title: Human Resources Coordinator II

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.