



### **EXHIBIT 3-A**

## **HUMAN RESOURCES COORDINATOR/CONTRACT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, the Human Resources Coordinator/Contract Specialist performs various clerical and technical tasks in the Administrative Services Department; assists in the administration of training and benefits and employee relations programs; provides information to the public and employees regarding rules and regulations; maintains central personnel records, recruitment files, monitors interview examinations; coordinates training activities; coordinates employee benefits program; performs a variety of responsible office clerical work in which assignments and procedures are indicated in general terms but require use of independent judgment; to do related work as required. Assists monitoring of contracts and grants for compliance, assists with contract templates, contract tracking and processing, tracking of insurance certificates.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the ability to exercise sound independent judgment, coordinate several activities, gather and evaluate data, while meeting critical deadlines and maintaining effective working relationships.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Administrative Services Manager/Chief Financial Officer.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

#### **Essential Functions:**

1. Represent the District in various personnel-related matters.
2. Prepare payroll records.
3. Analyze and interpret policies and procedures.
4. Set up and maintain filing systems; collect, verify and record data; prepare and monitor training budgets.
5. May be responsible for administering specific department programs.
6. Meet and prepare records of proceedings.
7. Maintain confidential records and respond to inquiries for the same.
8. Issue purchase orders and process bills and invoices for payment related to personnel and contracts.
9. Prepare recruitment schedule, job announcements/postings and interview materials.
10. Scheduling/coordinating pre-employment testing.
11. Liaison with pre-employment exam provider.

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12. Develop and maintain the training calendar, Register trainees.
13. Prepare event sites.
14. Set-up and maintain all filing systems related to personnel and contract records.
15. Monitor and reconcile payroll and benefit accounts, contracts, and other reconciliations as required.
16. Prepare correspondence, memos and reports.
17. Provide support in negotiating administrative services contracts.
18. Provide Onboarding/Offboarding presentation to employees.
19. Enroll employees in benefit programs.
20. Support the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and staff.
21. Maintain confidentiality of work-related issues and District information.
22. Enters, sorts, and index documents in document management system.
23. Maintains records and participates in Districts safety program.
24. Maintains records related to grants and prepares billings.
25. Maintains vendor contract templates and keeps them updated as necessary.
26. Assist with preparation of RFP/RFQ, including distributing and tracking of the RFP/RFQ.
27. Assist with preparation of vendor contracts, distributing and tracking for signatures.
28. Prepare Purchase Orders for all contracts.
29. Record keeping of all human resources and contracts related documents.
30. Perform other job-related duties within the scope of this job classification as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Applicable State and Federal laws relating to recruitment/selection, EEO/Affirmative Action, unemployment insurance, and benefits administration.
- Interviewing techniques and structure relating to recruitment selection.
- Classification/compensation methodologies.
- Survey techniques.
- Rules and regulations relating to confidential information, including but not limited to subpoenas for records, employment verification, destruction of records.
- Educational methodology and training techniques.
- Office practices and procedures.
- Principles of accounting and contract management.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Business math.
- Techniques of word processing, database and spreadsheets.
- Modern office procedures, methods and computer equipment.
- Microsoft Office Suite applications such as Word, Excel, PowerPoint and Outlook
- English usage, spelling, grammar and punctuation.
- Basic principles and practices of data collection and report preparation.
- Methods and techniques of proper phone etiquette.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Principles and practices of public relations.

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**Ability to:**

- Assist in providing information on employee benefits programs as needed.
- Enter data with high degree of accuracy and consistency into computer system.
- Comply with federal and state laws.
- Maintain employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, and other key details.
- Assists with the administration of employee benefits, which includes collecting and submitting employee information and notice of change in status to insurance carrier or insurance brokers.
- Apply basic bookkeeping and/or routine statistical principles, practices and techniques.
- Make arithmetic and statistical computations quickly and accurately.
- Perform detailed office support work accurately and in a timely manner.
- Review documents for completeness and accuracy.
- Maintain confidentiality of sensitive information of accounting, confidential records, and other matters affecting employee benefit related files, and other confidential financial matters.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Examine and verify receipts, invoices, and reimbursement documents.
- Collect and compile data to prepare simple reports; maintain accurate records and document actions taken; and proofread and/or edit for errors in input, grammar, punctuation and arithmetical computation.

**Skills in:**

- Working effectively with others.
- Organizing information in a systematic way for easy retrieval.
- Interpreting information and make recommendations.
- Representing the District.
- Making oral and written presentations and reports.
- Working independently.
- Learning specialized clerical procedures including bookkeeping.
- Following oral and written instructions.
- Making computations quickly and accurately.
- Maintaining complex finance and personnel records.

**Experience and Training Guidelines** --- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of progressively responsible clerical accounting and administrative work experience with considerable contact with the public. Human resources experience is desired. Public sector work experience is desirable.

**Education:**

Possession of Associate's degree or equivalent in business, computer applications or other related field. Bachelor's degree in accounting, business or related field is desirable.

**License or Certificate:**

Possession of, or ability to obtain an appropriate, valid California driver's license, or ability to secure transportation to offsite meetings.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein 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 job functions.*

**Physical Conditions:**

- Standing and Walking – Primarily sedentary classification although standing in work areas and walking between work areas may be required.
- Sitting – Ability to work in a seated position at a computer station for extended periods of time.
- Lifting - Ability to safely lift up to 20 pounds; this requirement includes bending at the knees to facilitate proper lifting techniques.
- Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard; copying, and adding machines; writing.
- Visual – Ability to read printed materials and view a computer screen for long periods.
- Hearing and Speech - Ability to communicate in person, before groups, and over the telephone.
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop, and bend.

**Environmental Elements:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EEO Statement:**

MPWMD provides a fair and equal employment opportunity for all employees and job applicants. We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free work environment.

**Department:** Administrative Services

**Bargaining Group:** Confidential

**Exempt:** Yes

**Approved Date:** October 2021

**Revised Date:** N/A