

# City of Waterloo, Illinois

Position Title: Human Resources Coordinator

Department: Administration

FLSA: Exempt

## Job Summary

The Human Resources Coordinator is responsible for coordinating human resources operations for the City of Waterloo. Key aspects of this position includes planning, reviewing, organizing and analyzing and implementing a broad range of personnel compliance, contract interpretation and risk management tasks. In addition, this position works with all departments, employees, directors, elected officials, attorneys and benefit specialists. The position requires maintaining strict confidentiality with all aspects of job duties while at the same time exercising the highest degree of professional and ethical judgement.

## Essential Duties and Responsibilities

- Writes, revises, and updates job descriptions for all City employees.
- Provides information to callers regarding employment with the City and/or available positions.
- Coordinate and assist in the recruitment process to fill vacant positions. Administer internal job posting procedures.
- Coordinate and maintain all application files.
- Provides information to callers regarding employment verifications.
- Maintains official personnel files on all City employees.
- Maintain training history and other pertinent information on all City employees including but not limited to CPR, AED, non-discriminatory and sexual harassment training.
- Serve as Drug and Alcohol Compliance Officer. Administer the City's CDL and ICC drug and alcohol compliance program. Ensure the policy is adhered to and confidentiality is maintained at all steps in the procedure.
- Plan and implement the Employee Assistance Program, including, but not limited to: the selection, coordination and scheduling of training sessions for supervisors; the selection, coordination and distribution of EAP materials (focus must be on most beneficial aspects for employees); the selection, coordination and scheduling of appropriate programs for the growth and education of city employees.
- Oversees payroll administration including payroll processing, reporting requirements, payroll practices and procedures within the City to ensure accuracy.
- Serve as designated IMRF Authorized Agent, and administer and maintain all requirements for IMRF retirement plan and disability benefits.
- Administration of the City's workers compensation and liability insurance programs to ensure proper administration, processing claims, record keeping, and reporting (OSHA).

- Administration and record keeping of group health benefit programs, including group health, dental, vision and life policies. Coordinates open enrollment and all other wellness initiatives.
- Implement employee benefit meetings as needed.
- Administration and record keeping of health reimbursement account (HRA) including but not limited to record keeping per Affordable Care Act and issuance of 1095-C's.
- Administer and maintain all voluntary benefits, including but not limited to AFLAC benefits and 457(b) retirement plan.
- Administration of COBRA and FMLA.
- Administration of Military Leave.
- Develop and implement City personnel policies, procedures and services to comply with all state and federal regulations. Advise and train appropriate City staff, Council and Mayor on proper personnel procedures.
- Support in labor relations matters as needed including but not limited to grievance and contract negotiation related issues. Monitors compliance with employment contracts and obligations of the City.
- Safety Committee Coordinator.
- Keep abreast of changes in the laws impacting Human Resources.
- Performs other duties and functions as requires or assigned.

### Qualifications

- Bachelor's Degree from an accredited four-year college or university with major coursework in personnel or human resources management, public or business administration is required, SHRM or HRCI or similar HR Certification preferred.
- 3-5 years human resources, benefits, and administration experience.
- HR experience in a Union environment preferred.
- Ability to speak, hear, write and communicate effectively at all levels internally and externally.
- Must be able to make oral presentations and written reports to employees, City committees and City Council.
- Ability to maintain effective working relationships and communicate in a diplomatic and respectful manner with City staff and elected officials.
- Ability to handle confidential and sensitive information in a responsible manner.
- Sound judgement and strong problem-solving skills.
- Strong attention to details and excellent organization skills.
- Ability to manage multiple actions/projects simultaneously and prioritize tasks/projects and work independently in a high-volume and fast-paced work environment.
- Must be computer literate and possess competency in Microsoft Office software.
- Ability to attend evening City Council and Committee meetings as assigned.

### Physical Requirements

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or feel object, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision and the ability to adjust focus.

### Equal Opportunity Employer

The City of Waterloo does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.