



## **Job Description**

**Job Title:** Human Resources Coordinator

**Reports To:** Senior Manager Human Resources

**FLSA Status:** Non-Exempt

### **SUMMARY**

The HR Coordinator is responsible for providing administrative support across the entire employee life cycle. The individual ensures accurate data in the HRIS system, develops and runs system reports, and assists others with HRIS data as needed. The HR Coordinator assists in planning and implementing HR policies and procedures and continuously improves HR service delivery in all areas of responsibility. Ensures that the company remains compliant with applicable employment laws and regulations.

Demonstrates quality patient service during interactions with patients, coworkers, and vendors:

- Exhibits a positive attitude and is flexible in accepting work assignments and priorities
- Meets attendance and tardiness expectations
- Is dependable; follows policies and procedures
- Maintains professionalism in interactions with patients and coworkers
- Performs quality work and consistently exhibits initiative

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain current information in HRIS, including but not limited to, all employee biographical data, entering and processing employee change data, termination information, and employee documents.
- Compile various HRIS reports including but not limited to, new hires, terminations, employment data, and any ad hoc report requests. Identifies and reconciles discrepancies.
- Ensure accuracy and confidentiality of manager access to the HRIS system. Controls permissions and creates system workflows reflective of structure.
- Conduct HRIS audits and is responsible for data accuracy and integrity.
- Plan and coordinate employee onboarding and offboarding including processing new hire paperwork, termination workflows, exit surveys and HRIS employee access.
- Create and maintain all employee files. Conducts audits as needed.
- Assist with performance review program.
- Uphold, enforce and explain personnel policies. Act as a point of contact for employees, managers and physicians needing assistance with personnel related issues.
- Maintain and retrieve highly confidential and sensitive information on a consistent basis.
- Act as main liaison for Unemployment Compensation issues. Manage workers compensation policies and procedures.
- Complete annual compliance reporting including EEO-1 and OSHA.
- Support other HR initiatives and projects as needed.
- Other duties as assigned.

***JOB QUALIFICATIONS*** *To perform the job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily with or without reasonable accommodation. The requirements below*



are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor’s degree in human resources or related field and two or more years of experience working in a Human Resources environment handling generalist and HRIS functions required.
- Competent with Word, Excel, and PowerPoint. Experience working with Paycom, developing workflow and report writing or similar HRIS.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities simultaneously in a fast-paced environment.
- Demonstrated analytical skills
- Solutions orientated, creative thinking and ability to solve problems

**CERTIFICATES, LICENSES, REGISTRATIONS**

- PHR, preferred

**PHYSICAL DEMANDS**

Indicate the amount of time spent for each activity required as it relates to the essential functions.

Physical Requirements	% of Time	LBS	Physical Requirements	% of Time	LBS
Bending	10		Vision – close/distance	100	
Carrying	10	≥ 25	Vision – color vision	100	
Climbing	10		Vision – depth perception	100	
Driving	10		Vision – peripheral vision	100	
Grasping	10		Vision – ability to adjust focus	100	
Hearing	100		Stooping	10	
Lifting	10	≥25	Walking	10	
Pulling	10	≥25	Writing/Typing	100	
Pushing	10	≥25	Speaking	100	
Reaching	10		Fine Motor Skills	100	
Sitting	90		Use of Hands	100	
Standing	10		Other (please describe)		

**Location:** Work takes place in a normal office environment. Travel to other CVP locations may be necessary to fulfill essential duties and responsibilities of the job. Thus, those needing to travel for work must have access to dependable transportation, and driving record must meet company liability carrier standards.

**Exposure:** Works in normal office environment during normal business hours. May be exposed to blood or bodily fluids. May also be exposed to various cleaning supplies.

**Equipment:** The equipment typically used in this position is a computer, fax, copier, printer, scanner and telephone. Must have good working knowledge of Word, Excel, and PowerPoint. Other equipment may



be used as needed. Personal Protective Equipment (PPE) follows standard precautions using personal protective equipment.

**DISCLAIMER**

This job description is intended to convey information essential to understanding the current scope of the job and the general nature and level of work performed by current job holder(s) within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. CVP reserves the right to change the expectations of the job and assign or reassign duties and responsibilities at any time.