

TITLE: Human Resources Coordinator
DEPARTMENT: Alerus Center
REPORTS TO: Executive Director
EMPLOYMENT STATUS: Exempt (salaried)
APPROVED DATE: February 2016

SUMMARY

The Alerus Center Human Resource Coordinator will provide support to the Alerus Center Executive Director and Alerus Center employees to provide information to Alerus Center Department Heads and employees regarding the Alerus Center's and the City of Grand Fork's human resource program including regulations, employment process and related information. The Human Resources Coordinator will also serve as the Human Resources Liaison working closely with the City of Grand Forks Human Resource Department in the processes of hiring part time/seasonal employees, maintaining employee files/records and WSI reporting.

The person in the position of Human Resources Coordinator must possess and demonstrate the following values:

- **Customer Focus:** Is dedicated to meeting and/or exceeding the expectations and requirements of internal and external customers.
- **Integrity and Trust:** Is dedicated to consistently sharing information; fostering open and clear discussions; establishing and communicating expectations, standards and rules and takes responsibility for our work and actions.
- **Respect and Communication:** Consistently exhibits courteous, respectful, non-defensive and appropriate communication; presents information in a concise and understandable format; understands and values the roles and responsibilities of co-workers; works collaboratively with others to achieve objectives; adheres to organizational policies and procedures.
- **Teamwork and Appreciation:** Is flexible and supports the diverse personal and professional needs of fellow co-workers; celebrates personal and organization achievements; welcomes differences of opinion and accepts decisions reached; works cooperatively with others in accomplishment of joint tasks; and contributes to a positive work environment through fostering collaboration and providing tangible contributions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to the following:

1. Assist and report to the Alerus Center Executive Director.
2. Responsible for the overall operation of human services including compliance, maintaining compensation systems, administration of employee benefit programs and developing company personnel policy manuals/procedures. Prepare reports required by regulatory agencies.
3. Act as the primary contact for all human resource inquiries and utilizes discretion and delegation of inquiries to the appropriate staff; provide information and respond to requests in a positive and professional manner.
4. Assist with recruitment process including advertising for open positions, preparing materials for interviews, tracking EEO and verifying veteran's status.

5. Maintain Human Resource filing system and records for all Alerus Center employees including confidential medical and personnel files; maintain and update employee records and files including rate increases and performance evaluations; monitor compensation and time accruals; modify filing systems and appropriate.
6. Maintain all new employee orientation materials as well as application packets.
7. Assist with the scheduling of health and drug evaluations of employees.
8. Assist with tracking Workers' Compensation claims and employees' leave.
9. Receive, prepare and distribute communications and correspondence among department heads, management staff and all other Alerus Center employees.
10. Assist with providing research of applicable Human Resource laws, regulations and ordinances. Assure safekeeping of employee personnel files and accuracy of employee information.
11. Undertake a variety of functions supporting Alerus Center including research, preparation of reports, maintenance of employee records and clerical support.
12. Review incident and property reports. Make appropriate notice to Work Force Safety and Insurance as well as Occupational Health and Global Safety (testing facility) when necessary.
13. Update and modify payroll systems.
14. Prepare annual performance appraisals for appropriate staff, including salary recommendations. Ensure all evaluations are completed on designated due dates.
15. Plan and implement annual employee orientations and recognitions.
16. Coordinate activities with other Alerus Center departments, the public, and outside agencies; maintain office appointment book; schedule appointments and interviews, as directed.
17. Act as custodian of facility of documents and records with assistance from department staff.
18. Supervise full time position of Office Specialist and maintain budgetary line items appropriate to this area.
19. Assist with coverage of receptionist desk and duties when necessary.
20. Maintain office supply inventory; research and reorder when necessary.
21. Conduct weekly department meetings with supervised staff.
22. Compose and prepare confidential correspondence, reports and other documents. Create and maintain database and spreadsheet files.
23. Act as a liaison to City of Grand Forks Human Resources Department.
24. Supervise Office Specialist: to Maintain list of Commission members and terms of service. Notify Executive Director and Mayor's office of any pending changes. Assume responsibility in the absence of Office Specialist.
25. Supervise Office Specialist to: Attend monthly meeting of the Grand Forks Event Center Commission, record minutes and maintain file of minutes and agenda. Assume responsibility in the absence of Office Specialist.
26. Supervise Office Specialist to: Prepare agenda and assemble commission packets for distribution following ND Open Records Laws. Assume responsibility in the absence of Office Specialist.
27. Complete special projects as assigned by Executive Director.
28. Maintain confidentiality.
29. Conduct discipline investigations as directed.
30. Coordinate new employee onboarding process, team building and "Stay" interviews.

SUPERVISORY RESPONSIBILITIES

This position supervises Office Specialist and part-time Administrative Assistants as required.

QUALIFICATIONS (Knowledge, Skills and Abilities)

Knowledge: Modern office procedures, methods and computer equipment; principles of business letter writing and basic report preparation; principles and procedures of record keeping; proficient spelling

and grammar; basic mathematical and statistical principles; pertinent Federal, State and local laws, codes and regulations.

Skills: Communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain physical condition appropriate to the performance of assigned duties and responsibilities; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Abilities: Understand the operations, services and activities of a comprehensive human resource program; perform administrative support services; work independently in the absence of supervision; understand and follow oral and written instructions; perform responsible clerical work involving the using of independent judgement and personal initiative; type at a speed necessary for successful job performance; maintain confidential records and reports; respond to requests and inquiries from Alerus Center employees; Event Center Commission members, and the general public.

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: Three years of increasingly responsible experience in human resource or a related field.

Training: Equivalent to a Bachelors degree from an accredited college or university with major course work in human resource management, business administration or related field.

License or Certificate: Possession of, or ability to obtain a valid driver's license.

WORKING CONDITIONS

Environmental and Physical Conditions: Office environment; works with computers; essential functions require maintaining physical condition necessary for sitting for prolonged periods of time.

Closing Date: Open until filled

Mailing Address:

Alerus Center
1200 42nd Street S
Grand Forks, ND 58201
Attention: Human Resources

Email: jobs@aleruscenter.com