

JOIN OUR TEAM

HUMAN RESOURCES COORDINATOR

Reports To:	Human Resources Manager	FSLA Status:	Exempt
Job Classification:	Administrative Services - Admin II	Closing Date:	Open until filled
Salary Ranges:	\$64,184.45 - \$102,083.30		
Location:	Fort Lauderdale, Florida		

THE POSITION

The Human Resource Coordinator is a lead role within the Finance/Administrative Department that is responsible for assisting in implementing the human resources infrastructure and systems needed to support Broward MPO's strategic objectives. This program plays a key role in Human resource management to carry out the MPO's core products. This key role is responsible for assisting with planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

DUTIES & RESPONSIBILITIES

- Assist in maintaining employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Act as primary contact to employees' benefits' questions and/or issues.
- Assist in maintaining a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Manage worker's compensation policy and claims.
- Responsible for recruitment and selection process; coordinate all new associate orientations; prepares employees for assignments by establishing and conducting orientation and training programs.
- Assist in maintaining the work structure by updating job requirements and job descriptions for all positions.
- Assist in maintaining organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Contributes to team effort by accomplishing related results as needed.
- Assist with planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

To apply, please visit: <https://www.browardmpo.org/employment-opportunities>

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DUTIES & RESPONSIBILITIES

- Assist with maintaining human resource staff by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Assure company compliance with reporting, tracking and retention requirements.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; exposure to labor laws and employment equity regulations; conducting investigations; maintaining records; representing the organization at hearings.
- Assist and advise in the proper application of regulatory issues, including but not limited to FMLA, ADA, FLSA, etc.
- Maintains historical human resource records by designing a filing and retrieval system; and keeping past and current records; assure compliance with record keeping and retention guidelines and regulations.
- Responsible for communicating general information to associates through bulletin board maintenance, email communication, and other media.
- Assist in reaching effective solutions while balancing the needs of the organization against the expectations of individual associates.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
- Maintains employee safety, welfare and wellness education.
- Acts as timekeeper for the MPO and assists in the payroll processing functions of the agency.

COMPETENCIES

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|-----------------------------------|--------------------------------------|--------------------|
| • Decision Making | • Discretion | • Problem Solving |
| • Confidentiality | • Judgment | • Self-Starter |
| • Attention to Detail | • Independence | • Takes Initiative |
| • Punctuality and Time Management | • Communication Proficiency | |
| • Teamwork | • Personal Effectiveness/Credibility | |
| • Leadership | • Organized | |

EDUCATION & EXPERIENCE

- Bachelor's Degree in Human Resources Management
- A Master's Degree may be substituted for one (1) year of professional experience; or
- Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, which may serve as a substitute at the discretion of the MPO.

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LICENSES AND/OR CERTIFICATES

- Possession of and ability to maintain a valid State of Florida Driver's License.
- Other qualifications as appropriate or ability to learn.

SUPERVISORY RESPONSIBILITY AND/OR REPORTING STATUS

- This is not a supervisory position.
- The position is under the direction of and responsible to the Human Resources Manager.

WORKING CONDITIONS

- This job operates in both a professional office environment, outdoor field conditions at job sites and telework.
- The noise level in the office work environment is usually quiet to moderate but the field environment can include high levels of noise where hearing and other protective devices may be required.
- The employee is exposed to outside weather conditions.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to talk, stand; walk, use hands and fingers to handle or feel; and reach with hands and arms.
- The employee must be able to walk over uneven terrain, surfaces, and other conditions normally associated with a construction job site while wearing appropriate safety gear.
- The required field work requires standing and walking for extended times in outdoor conditions of south Florida, which include high temperature and humidity conditions.
- This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently.
- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.
- 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.

POSITION TYPE/EXPECTED HOURS OF WORK

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedule (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

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SECURITY CLEARANCE:

- High
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TRAVEL

- Regular travel within the county and occasional other travel is expected for this position.
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OTHER DUTIES

- The above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without prior notice.

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