



POSITION DESCRIPTION

1. General Information

Position title	Human Resources Coordinator
Status	Non-Exempt, 37.5 Hours
Reports to (title)	Human Resources Director
Department	Human Resources
Date	March 12th, 2019

2. Primary Function

Coordinates the administration of various benefit plans and coordinates with the Payroll Department to process payroll for the organization. Assists the Director negotiating benefits and coordinating benefit renewals. Assists the Director with Open enrollment. Acts as backup for the Human Resources Assistant. Assists with the recruitment of support staff, when needed.

3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Processes new hire paperwork and various payroll authorizations (pay increases, terminations, changes of status, changes to benefits, etc.). Communicates with Payroll Manager to make certain all benefit deductions are being processed through payroll in an accurate and timely manner. Maintains benefit information on the Human Resources page on the FASEB Intranet.	20
2	Enters leave without pay, short term disability and overtime information into ADP Payroll system on a bi-monthly basis. Audits leave balances and communicates to Human Resources Director if corrections are needed. Compiles and disseminates end of year leave balance information to all departments and societies on an annual basis.	20
3	Audits for accuracy and approves for payment monthly invoices (health, dental, vision, life, disability, retirement, flexible spending account and Aflac). Provides updates and corrections to the various insurance carriers, including new enrollees, terminations, additions and deletions of dependents. Prepares reports for audits and compliance. Works with Human Resources Director on open enrollment, health benefits fair and benefits' renewal process.	25
5	Acts as backup to Human Resources Generalist to conduct new hire orientations, which includes reviewing benefits and organizational policies. Serves as liaison between employees and various insurance carriers to resolve claim and enrollment issues. Counsels and advises employees on eligibility for and provisions of benefit plans.	10
6	Administers COBRA and retiree health insurance plans, which includes enrolling and terminating participants. Informs Human Resources Assistant to send out COBRA paperwork to terminated employees.	5
7	Answers phone and responds to inquiries concerning benefit plan provisions. Updates the FASEB Handbook and other items on the Human Resources intranet site, as needed.	5
8	Coordinates campus events with Human Resources Assistant, such as Food Collection, Picnic, Weight Watchers, etc.	5

9	Acts as backup to the Human Resources Assistant to record and report workers' compensation injury claims and maintains worker's compensation documentation.	5
10	Maintains documentation of various office procedures.	5

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization's goals and FASEB's needs.

4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency	
	x	High school (with relevant college courses)	General	Attention to Detail	C
		Prof/technical		Ability to meet deadlines	C
		College courses		Aptitude for Math	C
	X	Bachelor's degree	Human Resources or related field	Interpersonal skills	C
		Master's degree		Customer Service Skills	B
	x	Other: at least 2 years of relevant experience. SHRM-CP a plus.		Microsoft Office, Computer Skills	B
			ADP Workforce Now or alternative HRIS	B	
			Verbal and Written Communication Skills	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	Contacting employees regarding their timesheets. Handling employee benefit issues.
	Give two or three examples of decisions you refer to a higher authority.	Specific employee relations.
	Indicate any special policies, formal procedures, or precedents that guide your work.	FASEB Handbook. HR Manual. Fair Labor Standards and other Federal employment and benefits laws.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Payroll Accounts Manager	Accounting and Financial Reporting	Obtains, provides, and exchanges information.
	Customer Service Representatives	Various insurance companies	Obtains, provides, and exchanges information.
	Account Manager(s), Consultant	Keller Benefit Services	Obtains, provides, and exchanges information.
	Various Positions	FASEB Departments and Societies	Obtains, provides, and exchanges information.



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8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 20 lbs.• Requires computer work involving extensive use of keyboard, mouse, and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily.• Travel and other work related assignments on weekends is possible.