

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (*PARTA*)
POSITION DESCRIPTION**

Position Title: Human Resource Coordinator **Category: Non-Safety Sensitive**
Department: Human Resources **Revision Date: 10/11/2021**
FLSA Status: Non-Exempt Pay: Hourly/N8 **Reports to: Human Resource and Training Manager**

JOB RESPONSIBILITIES (Performs other related duties as assigned.)

Provides a variety of routine, clerical and administrative work in support of the Human Resource Department to achieve effective implementation of organizational policy and mission. Promotes positive image of *PARTA* by providing customer-oriented service. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION

Welcomes customers by greeting them in person or on the telephone, answering or directing inquiries. Maintains confidence of customers, staff, and others by keeping sensitive information confidential as appropriate. Advises Human Resource and Training Manager and Chief of Staff of pertinent information as appropriate.

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics for the Human Resource Department. Prepares reports by collecting and analyzing information as assigned. Gathers, interprets and prepares data for studies, reports and recommendations.

Maintains accurate and up-to-date human resource files, records and documentation, including updating employee personnel files to document all personnel actions. Examines employee personnel files to ensure compliancy with position requirements, as well as company policies, Federal and State Laws. Maintains the integrity and confidentiality of human resource files and records.

Assists in the review of employment applications and evaluates work history, education and training, job skills, compensation and other qualifications of applicants, as assigned. Performs employment screenings and interviews. Processes employment applications to track applicants not hired.

Performs background and reference check information on candidates and completes new employee processes. Gathers and tracks EEO data on all applicants and hires.

Assists in transportation of employees for drug and alcohol testing.

Assists in planning and execution of company events, celebrations and meetings.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned. Participates in training and retraining classes and programs as needed. May evaluate new office products; place orders for supplies; verify receipt of supplies. May ensure operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

QUALIFICATIONS

High school diploma or equivalent and two years administrative support experience; or an equivalent combination of education and/or experience that demonstrates possession of the following knowledge, skills, and abilities:

Knowledge of: principles and practices of modern public administration; office practices and procedures; and contemporary records management techniques, including legal requirements for recording, retention and disclosure.

Skill in: operation of listed tools and equipment.

Ability to: communicate effectively verbally and in writing; demonstrate knowledge and proficiency in the use of the English language; establish effective working relationships with coworkers, and the public; understand and carry out written and oral instructions; read and interpret information; exercise tact and discretion when dealing with confidential matters and the public; utilize personal computer and related hardware and software applications, including word processing, spreadsheet, desk top publishing, and data management programs; coordinate daily office activities; maintain a subject matter filing system; perform multiple tasks simultaneously; learn standard operating procedures as well as new procedures as they are developed; promote positive image of *PARTA* by providing customer-oriented service.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Valid State of Ohio Driver's License with no more than four points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of pre-employment non- Department of Transportation Drug Screen.

TOOLS AND EQUIPMENT USED

Operates tools and equipment including but not limited to: personal computer and related hardware and software, including word processing, spreadsheet, geographic information system, transit operations and communication software; and data management software; PDA, scanner and other related office technology; typewriter, 10-key calculator; telephone; copy machine; fax machine; audio/visual equipment and related components.

PHYSICAL DEMANDS

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.

In accordance with the U.S. Department of Labor and Physical Demands Strength Rating, this is considered Sedentary Work – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

WORK ENVIRONMENT

The working environment involves exposure to conditions generally found in an office setting. The employee may move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment.

ADDITIONAL INFORMATION

The employee may be required to work occasional evening and/or weekend hours in addition to a regular 40-hour work week.

The employee is required to comply with the employer’s Drugfree Workplace Policy.

Selection will be based upon ability to meet job qualifications specified in the job description. This will be determined from information received through the job application, resume, interview, and references, and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol-free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment.

“***PARTA*** does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”