

| Job Level                 | Human Resources Coordinator  | Technical/Support Level II  |
|---------------------------|--|---|
| Oversight Received        | <ul style="list-style-type: none"> <li>* Human Resources Coordinator position within the Business Office of the Warner College of Natural Resources.</li> </ul>  | <ul style="list-style-type: none"> <li>• Completes tasks without immediate supervision</li> <li>• Work is regularly checked.</li> </ul>   |
| Problem Solving           | <ul style="list-style-type: none"> <li>* Review and process personnel actions for accuracy, completeness, and compliance with state and federal regulations and policies.</li> <li>* Responsible for technical personnel duties including employment application intake, computer entry and file maintenance, preparing job postings, maintaining computer employee data information, and establishing various reports and documents.</li> <li>* Assist manager with employee/personnel projects.</li> <li>* Serve as a resource to employees and managers providing response to human resource related questions and inquiries.</li> <li>* Identify and represent WCNR at employee recruiting opportunities appropriate to our hiring needs, including coordination of development of recruiting materials.</li> <li>* Develop and present materials for orientation of new employees.</li> </ul> | <ul style="list-style-type: none"> <li>• Problems encountered are varied but similar.</li> <li>• Responses typically drawn from pre-established solutions.</li> <li>• Resolves non-routing issues escalated from junior team members</li> </ul> |
| Interaction/Communication | <ul style="list-style-type: none"> <li>* Advise, train, and serve as a subject matter expert to WCNR technical staff and management for policies, procedures, objectives, and precedents relating to employment, performance management, position searches, and compliance with state and federal legal requirements.</li> </ul>   | <ul style="list-style-type: none"> <li>• Audience is typically knowledgeable about the subject matter.</li> <li>• May need to present information in multiple written forms.</li> </ul>   |
| University Impact         | <ul style="list-style-type: none"> <li>* The office is responsible to meet all research, HR, and operational needs of over 800 employees. (5 hr staff)</li> </ul>  | <ul style="list-style-type: none"> <li>• May be accountable for on-time delivery of own work or that of others on the team.</li> </ul>  |
| Typical Education         | <ul style="list-style-type: none"> <li>* A bachelor's degree in Business Administration, Human Resources, or closely related field.</li> </ul>   | <ul style="list-style-type: none"> <li>• Requires technical know-how and broad understanding of subject area.</li> <li>• May require vocational qualification or certification.</li> </ul>  |