



Human Resources Coordinator

The **City of Nampa** is currently seeking a **Human Resources Coordinator** to wow our internal customers and new hires with their above average job stewardship and teamwork. The role ensures Workforce Development and Human Resources are organized and operating smoothly to efficiently attract, onboard, develop, engage, and retain the right great talent. Responsibilities include assistance with recruiting and onboarding activities; benefits data entry; employee data maintenance; handling employee inquiries; and working directly with people managers and team members to coordinate benefits and absence tracking under FMLA, Workman's Comp, and City of Nampa leave plans.

ESSENTIAL FUNCTIONS:

- Works on a team with a HR Business Partner or other HR staff member to provide daily support to assigned client departments
- Performs administrative support, data entry, record retrieval, and record maintenance, including entering data into the HR/payroll system, and retrieving information for distribution to related department, public, or other agencies as requested
- Assists with scheduling interviews, updating the calendar accordingly, answering phone calls, monitoring emails, and greeting and assisting interviewees onsite
- Processes pre-employment paperwork and sets-up pre-employment reference checks, background checks, and drug screenings
- Assists successful candidates with the onboarding process, including preparing documents, coordinating orientation agendas, and presenting in new hire orientation
- Completes data entry related to benefits enrollment changes
- Answers, receives, screens and/or greets team members and public visitors; providing general Department information, routing calls, or beginning intake and coordination associated with FMLA, Work Comp, and leave processes
- Applies departmental or office rules, policies, and regulations in accordance with prescribed procedures and guidelines to enroll team members in plans, coordinate and track benefits, investigate claims and communicate with appropriate City leadership
- Maintains and updates employee records (hard and soft copies); works with Human Resources staff to support accurate data entry
- Scans and electronically files HR documents to personnel files
- Creates new and replacement badges for staff
- Assists team members with troubleshooting Employee-Self Service and ExecuTime timekeeping system concerns
- Organizes and prepares materials to achieve orientation, exit, general employee and manager experience excellence
- Keeps Workforce Development Director and HR Manager fully and accurately informed concerning risk, potential risk, workflow challenges and abnormal conditions that arise
- Escalates roadblocks, challenges, and support needed
- Takes an active role in creating a safe and healthy work environment
- Serves as a backup for other human resources positions
- Takes responsibility for additional duties as required or assigned

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GENERAL HR OFFICE LINE (208) 468-4412 • 411 3RD STREET SOUTH, NAMPA, IDAHO 83651
WWW.CITYOFNAMPA.US/CAREERS

EDUCATION, EXPERIENCE & CERTIFICATION QUALIFICATIONS:

- High School Graduate or General Education Degree (GED): Required
- Associate's or bachelor's degree in Human Resources, Business Administration, or a closely related field preferred
- PHR, SHRM-CP, or IPMA-CP professional certification preferred
- Prior human resources experience strongly preferred
- 3 or more years of experience in an administrative support role or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work required

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Fluent in English, with exceptional technical writing skills
- Strong organizational skills
- Strong attention to detail
- Knowledge of applicable employment laws, including FLSA, FMLA, ADA, EEO, and Title VII of the Civil Rights Act preferred
- Ability to communicate effectively verbally and in writing, including in front of audiences
- Ability to exercise tact and discretion
- Ability to work under own initiative and utilize independent judgment
- Ability to maintain effective working relationships
- Must demonstrate strong proficiency in Microsoft Office with advanced Excel skills and ability to quickly learn Human Resource ERP System
- All applicants must be able to successfully pass City of Nampa background check processes and drug testing, which may include reference checks, criminal history checks, driving record checks, and pre-employment, random, and post-accident drug tests

COMPENSATION & BENEFITS:

Starting Pay Range: DOE

Position Salary Range: \$19.28 - \$26.99 / hour

The City of Nampa offers competitive benefits and growth opportunities, including:

- Medical
- Dental
- Vision
- PERSI Retirement Plan with over 11% employer contribution
- 401k & 457 Retirement Plans
- Paid Holidays
- Paid Time Off
- Life Insurance with AD&D
- Long-Term Disability
- Flexible Spending Account
- Employer-Funded HRA VEBA
- Wellness Program
- Harward Recreation Center Discounts
- Other Great Benefits!

For more information, contact Marissa O'Brien at obrienm@cityofnampa.us

To apply with the City of Nampa, visit www.cityofnampa.us/careers

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