

The Jewish Community Center of Greater Columbus, OH 43209
HUMAN RESOURCE COORDINATOR POSITION DESCRIPTION

Position Title: HR Coordinator
Personnel Code: Professional Staff

Dept No: 101000
Status: Exempt

Department: Human Resources
Supervisor: CHRO

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Under the CHRO's direction, the Human Resource (HR) Coordinator aids with and facilitates the human resources processes at all business locations. Reporting to the CHRO, the HR Coordinator coordinates agency recruitment processes, ensuring compliance with local, state and federal regulations. The HR Coordinator is responsible for developing, updating, delivering, analyzing and evaluating the onboarding process. Partnering with department supervisors, the HR Coordinator partners applies agency policies appropriately and assists with training and coaching. Working with the Payroll Specialist, the HR Coordinator ensures Paycom (HRIS) is updated and payroll is processed. The HR Coordinator is an essential and integral member of the HR Team, fully capable of prioritizing team goals and objectives.

Qualifications:

- A. Knowledge and Education:** Bachelor's degree in human resources or related field and/or equivalent experience. PHR and/or SHRM-CP preferred.
- B. Experience-Minimum Required or Preferred:** With Bachelor's degree: minimum 1 year related experience required. Without Bachelor's degree: 3 years progressive related experience required. Paycom experience preferred.
- C. Special skills:**
 - Proven understanding of human resource principles, practices and procedures.
 - Excellent time management skills with a proven ability to meet deadlines.
 - High ability to focus on details; deadline driven; solid commitment to maintain highest standard of confidentiality.
 - Able to prioritize & focus while responding to interruptions & distraction.
 - Effective, efficient & friendly customer service skills required.
 - Able to retain training and relate prior training activities to new projects; organized, logical, tactful, direct & diplomatic.
 - Outstanding documentation skills.
 - Ability to function well in a high-paced and at time, stressful environment.

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- Proficient in Microsoft 365 (Office Excel, Outlook and Word).

D. Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be Able to lift up to 15 pounds at times.

Duties and Responsibilities:

- Maintain strict confidentiality of employee & agency information at all times.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions by identifying candidates, conducting reference checks and issuing employment offers.
 - Collaborates with department supervisors to understand skills and competencies required for open positions.
 - Utilizing all recruitment avenues, including social media, posts positions, reviews resumes and applications, prescreens, and interviews applicants and schedules candidate interviews with supervisors.
 - Tracks status of candidates and respond with follow-up email at end of recruiting process.
 - Develops and implements retention strategies.
 - Processes terminations within 48 hours of receiving PAF.
- Responsible for position descriptions.
 - Develop, update, deliver, analyze and evaluate agency position descriptions.
 - Collaborate with supervisors ensuring descriptions accurately reflect work performed.
 - Ensure descriptions eliminate bias; encourage diversity and inclusion.
 - Update all ECLC prior to annual August in-service.
- Responsible for employee onboarding.
 - Conducts initial onboarding meeting with employees; includes fingerprinting.
 - Develops, updates, delivers, analyzes & evaluates onboarding of new and returning employees.
 - Tracks documentation of compliance with mandatory and non-mandatory training, continuing education and work assessments.
 - May include safety training, anti-harassment training, professional licensure, required drug testing and certifications.
- Administer health and welfare plans.
 - Collaborate with broker to develop employee communications.
 - Collaborate with Payroll Specialist to develop Paycom benefit set up and enrollment process to ensure accurate record-keeping and proper deductions.
 - Educate staff.
 - Reconcile benefit statements.
- Triage employment-related inquiries from applicants, employees and supervisors, referring complex and/or sensitive matters to the appropriate staff.
 - Respond to employee HR (non-payroll) questions (same day whenever possible; within 24 business hours).
 - Responsible for employment verification requests / paperwork within 48 business hours.
- Coordinate employee development plans and performance management.
 - Responsible for preparation of performance evaluation templates.
 - Develop, update, disburse, review, analyze and evaluate quarterly / annual evaluations.
 - Track status of performance evaluations.
 - Assist with employee discussion documentation, counsel and reprimand documentation.
 - Audit and update PAF and PDF templates.
 - Train supervisors in PAFs and PDFs (includes performance improvement plans).
 - Assist supervisors as needed.
 - Audit PAF and PDF status and send reminders as necessary.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition and morale; occupational health and safety; and training and development.

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- Employee Accident Packets; BWC FROI submission.
- Company – employee communication (excluding payroll)
- In collaboration with Payroll Specialist, consistently and accurately maintains personnel and payroll files / folders, both virtual and hard copy.
 - Filing, labels, allocating space, year-end rollover.
- Answer telephone, respond to emails, copy, print, fax and scan.
 - Within 4 business hours when appropriate.
 - Share primary phone responsibility for HR Department with Payroll Specialist.
- Responsible for organizing / scheduling HR meetings, including room & food reservations when needed.
 - New Hire Orientations, Kibitzing with Klapper, Supervisor Lunch & Learns.
- Provide administrative support for CHRO.
- Responsible for annual JCC Giving Campaign.
- Attend monthly Capital Area Safety Council Meetings.
- All other duties as assigned.

Acknowledgement:

Employee Name Printed

Employee Signature

Date of Signature