

# Salt Lake Community College - Job Classification Standard

## Human Resources Coordinator 1,2,3

Levels are distinguished based on the complexity of the work, level of supervision received, degree of autonomy, the impact of recommendations or decisions on the departments policies and programs, degree of sensitivity and scrutiny, and organizational structure. The HR Coordinator job family addresses responsibility for the following functions: Consultation and customer service with departments, application of federal and state law, human resources programs and related College policy; i.e: FMLA, ADA, OWBPA, GRAMA, HIPAA, COBRA, ADEA, FLSA, USERRA, Employment Eligibility, EEO, E-Verify, Employment Law, etc. Application of a variety of human resources programs. Incumbents may perform one or more of these functions in support of a wide range of equivalent Human Resources activities. This family provides extensive professional Human Resource expertise, guidance, and technical assistance in several areas: classification and compensation, staffing, recruitment and retention, benefits and leave administration, disability accommodation, performance management, HRIS.

### Autonomy

Works under general direction within a clear framework of accountability. Substantial personal responsibility and autonomy. Plans own work, to meet given objectives and processes.

### Influence

Influences team, and specialist peers internally. Influences customers at account level. Some responsibility for work of others and allocation of resources. Participates in external activities related to specialisation. Decisions influence success of projects and team objectives.

### Complexity

Broad range of complex technical or professional work activities, in a variety of contexts.

### Skills

Selects appropriately from applicable standards, methods, tools and applications and use. Demonstrates analytical and systematic approach to problem solving. Communicates fluently orally and in writing and can present complex information to all audiences. Is able to plan, schedule and monitor work activities in order to meet time and quality targets and in accordance with health and safety procedures. Is able to absorb rapidly new information and apply it effectively. Good appreciation of wider field of Human Resources and its use in relevant HR areas and how it relates to the business activities of the College and department. Maintains awareness of developing technologies and programs and their application and takes some responsibility for personal development.

Level 1

Level 2

Level 3

<b>Supervision</b>	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.
<b>Knowledge</b>	Knows fundamental concepts, practices and procedures of particular field of specialization	Knows and applies fundamental concepts, practices, and procedures of appropriate to position plus particular field of specialization, with awareness of related fields.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of operation which affect, or are affected by own area related fields and areas
<b>Education and Experience</b>	Bachelors degree in discipline appropriate to position with 0-2 years experience.	Bachelors degree in discipline appropriate to position with 2-4 years experience.	Bachelors degree in discipline appropriate to position with 4-6+ years experience.
<b>FLSA Status</b>	Exempt	Exempt	Exempt

**Job Classification approved by Human Resources July 21, 2011**