



# HUMAN RESOURCES COORDINATOR

## JOB OPPORTUNITY ANNOUNCEMENT

DATE:	FEBRUARY 7, 2024
DIVISION / DEPARTMENT:	ADMINISTRATIVE SERVICES
POSITION TYPE:	REGULAR / FULL TIME
FLSA CLASSIFICATION:	EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

### POSITION SUMMARY

The Human Resources Coordinator will serve as a resource to staff and management. Responsibilities include recruitment, employees and labor relations, benefits administration, retirement, new hire orientation, records management, and other related services.

The Human Resources Coordinator reports to the Chief Financial Officer and does not supervise any employees.

### SKILLS AND QUALIFICATIONS

#### REQUIRED:

- Bachelor's degree in Human Resources, Business Administration, or closely related field
- Minimum of three years' experience in Human Resources experience or related work
- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Excellent time management skills, prioritizing tasks with a proven ability to meet deadlines
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Valid Florida driver's license and driving history that meets SOE driving standards

#### PREFERRED:

- Bachelor's degree in Human Resources and a PHR Certification (Professional Human Resources) a plus
- Knowledge of payroll systems such as ADP Application
- Prior work experience with Benefits and Open Enrollment

### POSITION FUNCTIONS AND DUTIES

- Responsible for all aspects of the Human Resources function, such as post vacancies, tracking and reviewing applications, coordinating interviews, preparing all new hire documents, and conducting new hire orientation
- Liaison with Temporary Agencies to staff for Election season
- Conduct reference checks to include driving records, education, civil and criminal inquiries
- Train staff on all internal policies and procedures
- Conduct open enrollment and update employees' benefit changes
- Work with vendors to update employee qualifying events and monitor benefit costs accordingly
- Prepare Family Medical Leave and COBRA documents when required
- Participate in Employee Benefit Coordinators meetings with Orange County Human Resources
- Communicate to staff in a timely manner all changes to Benefits, Retirement, and other related Human Resources information
- Report and track all Risk Management incidents to the County Third Party Administrator
- Track employee annual reviews, promotions, reclassifications, and salary increase
- Track Defensive Driving Training for employees

- Maintain and update employees' information in the Human Resources System and Personnel File
- Prepare Employee Service Award for the monthly staff meeting
- Maintain compliance with federal, state, and local employment laws and regulations and recommend best practices; review policies and practices to maintain compliance
- Maintain knowledge of trends, best practices, regulatory changes, and new technology in human resources, talent management, and employment law
- Assist the Senior Accounting Specialist with the payroll process and generating reports for review
- Assist with preparing reports for the annual audit
- Perform all other duties as assigned

## WORKING CONDITIONS

The majority of the work is performed indoors in an air-conditioned office seated at a desk facing a computer screen. Occasionally there may be work indoors and outdoors at polling locations and voter registration sites. Requires frequent contact with business professionals, members of the public, and coworkers.

This position requires full-time hours, in addition to extended workdays and weekend work during election events, sometimes with little or no advanced notice.

## SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including, but not limited to: Multi-line phone system, calculators, computer, copier, printer, fax machine, election equipment, and company vehicles.

## PHYSICAL AND MENTAL DEMANDS

Requirements & Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Standing	Grasping	Reading and Comprehending
Driving	Hand-Eye Coordination	Focus for Extending Periods
Pushing	Visual Acuity	Sitting
Pulling	Reaching	Repetitive Wrist Motion
Bending	Walking	Mental Alertness
Stooping		Hearing
Lifting and/or Carrying (up to 20 lbs)		Oral Communication
		Decision-Making

## DISCLAIMER

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

## AT WILL STATEMENT

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

## HOW TO APPLY

Email applications to: [recruiter@ocfelections.gov](mailto:recruiter@ocfelections.gov)

Mail application to:  
Orange County Supervisor of Elections  
Attention: Human Resources  
PO Box 562001  
Orlando, FL 32856