

First Federal Savings and Loan Association of Greene County
Human Resources Coordinator
Job Description

Job Summary

The Human Resources Coordinator supports the daily functions of the human resources department, ensuring smooth and efficient operations in areas including, but not limited to, benefits administration, recruitment and onboarding, and compliance. This position reports directly to the Human Resources Manager.

Essential Functions

1. Act as the point of contact for administration of health and welfare benefit plans, including but not limited to:
 - a. Process enrollments, changes, and terminations.
 - b. Process the monthly reconciliation of billing statements.
 - c. Serve as a liaison between insurance carriers and employees, helping to resolve issues and ensure accurate recordkeeping;
 - d. Assist with the coordination of the open enrollment period.
2. Assist with the leave of absence process, ensuring compliance with Association policy and federal, state, and local regulations. Responsibilities include, but not limited to:
 - a. Prepare and provide leave of absence paperwork to employees;
 - b. Track status of leave of absence;
 - c. Communicate with employees on leave regarding the leave process, monitoring their return to work and addressing any concerns or questions;
 - d. Maintain accurate leave of absence files, adhering to established timelines.
3. Assist with the workers' compensation claims process, as assigned:
 - a. File claims;
 - b. Prepare and provide incident documentation to employee/supervisor;
 - c. Communicate with claims adjustors and workers compensation insurance contacts, providing information as requested to ensure accurate reporting of claims.
4. Assist with recruitment efforts, including but not limited to:
 - a. Creating job postings on multiple platforms;
 - b. Tracking applications;
 - c. Scheduling interviews;
 - d. Submitting background check information and retrieving results;
 - e. Preparing new hire paperwork;
 - f. Facilitating the onboarding process and assisting with new hire orientation;
 - g. Preparing and sending communications to applicants as necessary.
5. Collect employee data for various reports, analytics, and audits, as assigned by the Human Resources Manager. Assist with the compilation of data for internal and external audit requests in a timely manner. Communicate with and provide information to auditors as assigned.
6. Act as a point person for the timekeeping system. Answer questions and troubleshoot the digital time and attendance system. Track and maintain absence request forms and PTO calendars.
7. Respond to employee inquiries regarding human resources policies, procedures, and programs. Escalate questions/concerns to the Human Resources Manager when appropriate.
8. Assist with the preparation of the annual performance review process.
9. Maintain accurate and up-to-date rosters, files, records, and documentation within the department. Conduct periodic audits of personnel files.

10. Perform administrative functions in support of the department, such as answering the phone and directing departmental calls, photocopying, filing, typing employment letters, proofreading documents, and processing job changes.
11. Assist with dissemination of relevant employment information, ensuring compliance with federal, state, and local laws.
12. Perform other duties as assigned.

Qualifications/Experience

1. Prior experience working with a broad range of human resources practices and principles and demonstrated ability to apply this knowledge in the day-to-day operations of the human resources department required.
2. Bachelor's degree in Human Resources Management or related field of study preferred.
3. Certification as a Human Resources Professional preferred.
4. Absolute integrity and good use of discretion in handling and maintaining strict confidentiality of employee information.
5. Demonstrated knowledge of administrative and office procedures and systems through previous related work experience or education.
6. Must possess excellent written and oral communication skills.
7. Must demonstrate a professional image and be able to build and maintain positive internal and external relationships.
8. Computer skills for operating in a professional office environment. Ability to compile documents and reports through Microsoft Office.
9. Proficient with or ability to learn human resources information systems and similar computer applications.
10. Ability to organize, prioritize, multi-task, and pay close attention to detail.
11. Ability to routinely operate standard office equipment such as computer, photocopier, fax machine, and multi-line telephone system.
12. Knowledge of arithmetic calculations involving addition, subtraction, percentages, decimals, fractions.
13. Ability to work a flexible schedule, including extended hours, as required.
14. Must be physically present on-site to interact with employees and other business associates.
15. Valid drivers' license required.

Physical Requirements

The physical requirements for this position are defined according to the following guideline:

Occasionally – up to 20% of the time

Frequently – from 21% to 50% of the time

Constantly – at least 51% of the time

1. Occasionally carry objects in hands, arms, or on shoulders
2. Occasionally stand on feet without moving about for extended periods of time.
3. Occasionally kneel or bend at knees or coming to rest on knees.
4. Occasionally climb such as ascending or descending stairs, ramps, ladders and the like.
5. Occasionally stoop or crouch by bending legs and spine or by bending downward or forward at the waist.
6. Frequently sit in a normal seated position.
7. Frequently walk about on foot.
8. Frequently lift objects from one level to another.
9. Frequently reach by extending hands and arms in any direction.
10. Frequently work with hands, but without finger dexterity to seize, hold, grasp, or turn.
11. Constantly use finger dexterity to manipulate objects with fingers rather than whole hands.

12. Constantly talk to, express, or exchange ideas through spoken word.
13. Constantly hear to perceive the nature of sounds by ear.
14. Constantly use sight skills for purpose of seeing objects clearly within a very short distance and in a greater distance. Color vision, sharp focus, depth perception, and field of vision would be frequently needed.

My signature below indicates that I have received a copy of and understand the content of the job description. I further acknowledge that the job description does not constitute an implied or express contract between the Association and myself.

Employee Printed Name

Employee Signature

Date

FF: 2/26/2025