

## Job Description

**Title:** Human Resources Coordinator  
**Reports to:** Director of Finance & Administration  
**Classification:** Non-Exempt, Hourly  
**Hours:** Full-Time  
**Hiring Range:** \$45,204-56,667, depending on education and experience  
**Work Week:** Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR PAYROLL)  
**Required to Transport Clients:** No  
**Required to Drive in the Course of Conducting Business:** No  
**Meets Policy Requirements for Personal Cell Phone Use Stipend:** No  
**Meets Policy Requirements for Company Cell Phone:** No

## Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children and youth experiencing trauma. PP is committed to innovative approaches that will establish communities where children are safe, families are strong, and victims become whole again. We help children, youth, and families through a focus on residential adolescent and young adult care, supportive community services for at-risk families, an array of youth homelessness services, and comprehensive assessment for children and families involved with the child welfare system.

## Position Summary

Under the general supervision of the Director of Finance & Administration, the HR Coordinator is responsible for a variety of functions within the general administration of the organization, primarily human resources (HR), organization/maintenance of the administrative service environment, risk management, and finance support. This position may be called upon to fill in some clerical support duties, particularly when the Administrative Assistant is absent. Due to the high degree of compliance requirements associated with Pendleton Place's role as a provider of services to state and federal governments, the HR Coordinator is expected to bring professional knowledge and experience to the role to effectively maintain contractual personnel requirements and support the organization's adherence to best practices in human resources.

## Essential Functions of Position

*Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- HR and Personnel
  - Serve as the primary administrator of the Human Resources Information System (HRIS) for the organization
  - Participate in the organization's personnel planning process and provide support in the implementation of the plan. Help facilitate personnel requirements, which include, but are not limited to, assisting with personnel policies, monitoring and tracking staff training and development plans, attracting and retaining talent, and other factors related to a comprehensive human capital strategy.
  - Initiate, organize, and maintain employee personnel files (physical and virtual) in accordance with all compliance requirements
  - Manage the recruitment, employment, orientation, and off-boarding of personnel (employees, interns, and contractors) to ensure that all required communications are completed; develop, implement, and evaluate orientation and training procedures for all new staff.
  - Provide training and, as necessary, support managers in the process for interviewing, hiring, providing corrective action, and terminating employees. Instruct in the procedures for completing required forms and other paperwork.

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- Schedule in-service trainings and orientations; monitor and track continuing education and training of staff that complies with all internal and external requirements; ensure contractual training requirements, such as CPR, are maintained appropriately.
- Monitor requests/reporting of all personnel data and manage communications with entities such as the SC Department of Employment and Workforce, SCDSS, SC DHHS, etc.
- Inform employees and managers about the Employee Assistance Program and make employee referrals as needed
- Maintain and monitor monthly change list and employee changes of status; maintain master personnel list
- Coordinate all employee performance evaluation initiatives
- Serve as the primary point of contact for employee benefits; coordinate with benefit brokers and carriers, download and pass along benefit invoices, and assist employees with benefit inquiries
- Regularly update benefit portals, such as the 401k provider, the short- and long-term disability insurance provider, and the life insurance provider, with employee data that is current and accurate
- Receive, evaluate, and respond to personnel conflicts, grievances, allegations of misconduct, and mediations (in coordination with the Director of Administration and Finance as well as the Executive Director when appropriate)
- Assist and provide guidance on all employee corrective action plans and performance improvement plans
- Provide HR data on a regular basis to the quality improvement department and contribute to the HR Standards of the accreditation process
- Complete E-Verify for new hires in a timely manner and properly retain I-9 paperwork
- Communicate regularly with the COBRA Administrator on employee terminations
- **Administrative Service Environment**
  - Provide efficient office management and coordination of office activities
  - Manage organizational HR communications with stakeholders such as government entities, insurers, contractors, vendors, and other administrative contacts
  - Assist Director with building and safety codes to include fire safety codes, heating, cooling, electrical, elevator and vehicle safety and maintenance standards.
  - Participate in the development and revision of organizational administrative policies as well as the personnel procedures.
- **Risk Management/Accreditation/Licensing**
  - In collaboration with the Executive Director and the Program Directors, ensure compliance with all applicable South Carolina licensing requirements, COA standards, grant requirements, and contract expectations
  - Ensure all pre-employment background check requirements are met as well as ongoing background check renewal requirements, per state contract
  - Regularly audit/review personnel files for completion and accuracy
  - Maintain confidential and non-confidential HR and administrative documents with the appropriate levels of security and controlled access
  - Participate in and assist with the planning of agency risk management reviews, particularly as they pertain to employment risks
- **Finance**
  - Assist the other members of the administrative department with general financial management, participating with the finance department in order to strengthen internal controls and the separation of duties
  - Assist with petty cash, deposits, and other miscellaneous tasks related to accounts receivable and accounts payable

## **Qualifications**

### Minimum Qualifications

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- Bachelor’s degree from an accredited university or college in human resources, human resource management, human resource administration, organizational development or business (or evidence of equivalent HR training)
- At least 2 years of relevant experience in HR and/or administration or evidence of advanced training in HR
- Ability to maintain a high level of confidentiality
- Excellent communication, organization, problem solving, time management, and follow-up skills
- Knowledge of employment law, HMIS tools, and workforce best practices
- Commitment to diversity and inclusion and ability to work with diverse clients/vendors
- Satisfactory TB test, criminal history check, and background check including the Child Abuse and Neglect Central Registry, and Sex Offenders Registry

**Desirable Qualifications**

- Professional Credential: PHR designation or SHRM-CP designation (or higher)
  - Willing to assist a highly qualified individual achieve this credential
- Knowledge of Kronos unified payroll/HMIS system
- Experience with QuickBooks (or similar accounting software)

<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
<b>Definitions</b>				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		

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<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

*The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.*

I \_\_\_\_\_ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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