
Flint Hills Area Transportation Agency Inc. (FHATA)

Position Title: Human Resources Coordinator
Date Prepared: October 2018
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Approvals: Anne E Smith
Location: 5815 Marlatt Ave, Manhattan, KS 66503
Title of Supervisor: Director of Human Resources

SUMMARY OF THE POSITION: The Human Resources Coordinator will implement programs and policies related to all areas of human resources and in accordance with federal and state regulations. They will provide excellent customer service to all employees and partners when responding to requests and questions. The Human Resources Coordinator will effectively administer and maintain all benefit programs and personnel records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recruiting

1. Manage all phases of the recruitment and hiring of qualified applicants. Post open positions via job board(s), advertise in newspapers and distribute internal job listings. Work with hiring manager to review job applications and phone screen candidates. Track the overall status of all candidates. Establish job candidate interview schedule and communicate to hiring manager and candidate, debrief on candidates after the interview, obtain approval to hire from Executive Director and Director of Human Resources, and extend offers of employment. Process notifications to all applicants of non-hire.
2. Coordinate with Safety and Compliance Manager to schedule applicant pre-employment requirements including scheduling of background checks and drug screenings.

Onboarding and Training

3. Provide initial orientation for new employees to include tracking and completion of new hire paperwork, including but not limited to I-9 documentation and verification. Educate new employees on personnel policies and procedures.
4. Create, maintain and update personnel records for all employees, to include tracking DOT physical, Driver's License renewal, and RTAP.
5. Provide assistance to the Director of Human Resources in the development of employee training programs.

Benefits and Time Off

6. Administer all benefit programs and the management of all benefit vendors. Processes the required documents for enrollments, changes and terminations through payroll and insurance providers to ensure accurate record-keeping and proper deductions. Reconciles benefits statements and send to Accounting for payment.
7. Strive to ensure employee understanding of benefits programs by regularly generating communication and counseling employees/dependents as situations arise. Resolve employee questions and complaints related to health and welfare plans, refer difficult or very complex complaints to manager as needed.
8. Manage annual benefits open enrollment period during 4th quarter of each year. Arrange for distribution of plan summary materials and required notices, assist with communicating changes to employees and arrange for onsite representation by providers. Conduct employee presentations. Process changes within deadlines.
9. Receive and process employee requests for Personal Time Off (PTO)
10. Receive, gain approval and process requests for Family Medical Leave of Absence. Provide required notices to employees, track leave of absence and coordinate return to work.
11. Manage Worker's Compensation with insurance company. Prepare annual wage estimates and actual wage calculations for all worker's compensation. Produce reporting for auditor, and compiling detailed reports and statements as needed or required by the State of Kansas, the insurance company, and FHATA Board of Directors.

Performance Management and Reward/Recognition

12. Assist with performance management process.
13. Assist the Director of Human Resources with company-wide Reward and Recognition programs.

Compliance

14. Ensure continual FHATA compliance with all federal and state employment regulations, including preparation of required governmental compliance reports.
15. Assist with preparation of the annual affirmative action plan.
16. Coordinate and assist with the ACA benefits reporting requirements.
17. Serve as Designated Employer Representative (DER), coordinate FHATA drug-testing policy and procedures with contract provider and other FHATA DER's to include random and pre-employment screenings. Conduct employee training on the drug and alcohol policy.

Other Duties

18. Performs customer service functions by answering employee requests and questions. Maintain a professional and cooperative relationship with peers, supervisors, and the community. Perform outreach to community sources as needed.
19. Recommends new approaches, policies and procedures to the Director of Human Resources to continually improve efficiency of policies and procedures, the

department and services performed.
20. Other duties as assigned by the Director of Human Resources.

QUALIFICATIONS:

Minimum Qualifications:

Education: A Bachelor's degree in Human Resources or business-related field and/or equivalent experience plus three to five years' experience in the field of Human Resources, specifically recruiting, benefits management, training, and/or compliance. Experience with Microsoft Office tools (Outlook, Word, Excel and PowerPoint).

Preferred Qualifications:

SHRM Certified Professional (SHRM-CP) credential. Experience in a transportation related field.

Knowledge, Skills, and Abilities:

- Demonstrated proficiency in personnel file management, data entry, data tracking and reporting
- Demonstrated proficiency to research and resolve a wide range of problems
- Ability to learn and apply current FHATA policies and procedures.
- Experience with recruiting, benefits administration, training, performance management and/or compliance
- Knowledge of customer service principles and practices. Ability to communicate effectively both verbally and in writing.
- Must have strong interpersonal skills, demonstrated confidentiality, strong organizational skills with an emphasis on attention to detail
- Ability to interpret and apply City, County, State, and Federal regulations.
- Ability to work with a team and independently, be a self-starter
- Ability to handle many tasks and keep high ethical standards.
- Experience with Microsoft Office tools

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.