

RESOLUTION #2020-05

A RESOLUTION AMENDING THE CLASSIFICATION SPECIFICATION
PLAN (Human Resources Coordinator)

WHEREAS, the Council of the Village of Ada has previously adopted a classification plan for the employees, and

WHEREAS, it now wishes to amend the classification specification plan for its employees by adding positions and amending position requirements,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF ADA, OHIO:

SECTION 1: That the amendment to the Classification Specification Plan, attached hereto marked as Exhibit A, and by this reference incorporated herein, be and are hereby adopted as amended.

SECTION 2. This Resolution shall go into effect from and after the earliest period allowed by law.

PASSED: 3 MARCH 2020


MAYOR

ATTEST:

FISCAL OFFICER

VILLAGE OF ADA
An Equal Opportunity Employer
CLASSIFICATION SPECIFICATION

Class Title: Human Resources Coordinator

GENERAL DESCRIPTION:

Under general direction, directly responsible for the overall management, administration, coordination, and evaluation of the Human Resources Coordinator functions to meet the following primary objectives: health and safety of the workforce, development of a superior workforce, employee retention, and ongoing development.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of a secondary education, plus two (2) years prior experience in human resources and safety administration; or an equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license, pass a motor vehicle record background check, and maintain insurability under the village's vehicle insurance policy; professional certification in Human Resources such as aPHR or SHRM-CP preferred; must be able to obtain Notary Public Status.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive:

Personal computer, computer software, printer, scanner, telephone, copy machine, and other standard modern/business office equipment; motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to environmental conditions which may result in injuries from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; ascends and or descends ladders, stairs, or scaffolds; exerts up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects such as file boxes, records, etc.

ILLUSTRATIVE DUTIES: For purposes of 42 USC 12101:

1. Responsible for the oversight and functional areas of recruitment efforts including placing recruitment ads on job boards, web sites, and/or print media; screening all applications and giving them to the Village Administrator and/or Mayor and Council as applicable for review; scheduling and conducting interviews for candidates with the Village Administrator and/or Mayor and Council as applicable; conducting on-boarding and completing new hire paperwork.
2. Responsible for all facets of benefit administration including ensuring all employees are enrolled in programs for which they are eligible; assisting with any claim challenges for Village employees by working with the appropriate broker/vendor of existing plans.
3. Responsible for the consistent application of human resources policies and procedures including ensuring the Policy and Procedure Manual is current with all applicable federal, state, and local

Developed by:

Date Adopted: 3/3/2020 Res. 2020-05

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

{2/26/2020 CLADAVI 00246077.DOCX }

VILLAGE OF ADA
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CLASSIFICATION SPECIFICATION

Class Title: Human Resources Coordinator

interpret, and apply rules or regulations to specific situations; determine material and equipment needs; complete routine forms; prepare routine correspondence; compile and prepare reports; prepare accurate documentation; arrange items in numerical or alphabetical order; respond to routine inquiries from public and/or officials; train or instruct others; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; train and instruct others; cooperate with coworkers on group projects; resolve complaints; provide outstanding customer service; conduct effective interviews; travel to and gain access to work sites; maintain confidentiality.

