

**PEACE RIVER MANASOTA
REGIONAL WATER SUPPLY AUTHORITY**

Applications are currently being accepted for **HR Coordinator** at the Peace River Manasota Regional Water Supply Authority located in Lakewood Ranch, Florida.

HR Coordinator oversees and promotes maintenance of a fair, equitable and positive work environment for all employees of the Authority. The Human Resources coordinator conducts daily administration of human resource activities including payroll functions, recruiting, onboarding, offboarding, training, workers comp and regulatory compliance; Promotes positive employee relations; and works to insure a competent and diverse workforce.

Minimum requirements: Bachelor's Degree in human resources, business, or related field and five (5) years of experience in general areas of Human Resources, Risk Management or Finance; including specific experience in human resources and payroll; or an equivalent combination of education and experience. A valid Florida State Driver's license.

Salary range: PG 121- 53K- 83K

Interested candidates must submit a complete application and resume to careers@regionalwater.org. Job application can be found at www.regionalwater.org For further information call (941) 316-1776 or email.

The Authority is an Equal Opportunity Employer and drug-free workplace. Preference in initial appointment to certain positions will be extended to eligible veterans and spouses of veterans. To receive veterans' preference, documentation must be submitted at the time of application.



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Human Resources Coordinator

Department: Executive Director

Pay Grade: 121

FLSA Status: Exempt

JOB SUMMARY

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ESSENTIAL JOB FUNCTIONS

- Drafts policies, procedures and written correspondence for management approval.
- Manages the staffing process, including recruiting, interviewing, hiring, background checks, onboarding/orientation and termination.
- Act as Retirement Coordinator for the Florida Retirement System. Coordinates retirement activities and preparers monthly report.
- Conducts periodic salary surveys to maintain internal and external equity of the pay plan
- Performs biweekly payroll including monitoring employee time sheets for errors, inputting payroll.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns or questions such as benefits.
- Prepare and maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, by keeping personnel action forms (PAF) current,
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
- Leads and implements employee training and development initiatives.
- Reports employee injuries to workers compensation carrier.
- Ensure all employee performance evaluations are completed annually and maintain original copies in personnel file.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in human resources, business, or related field and five (5) years of experience in general areas of Human Resources, Risk Management or Finance; including specific experience in human resources and payroll; or an equivalent combination of education and experience.

Special Qualifications:

Possession of a valid, State of Florida driver's license to operate the motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

Knowledge, Skills and Abilities:

- Knowledge of payroll procedures, payroll tax deposits and tax filings.
- Knowledge of federal and state labor laws.
- Knowledge of risk management and human resources issues and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, schedule and conduct work.
- Ability to use a computer and related software including Authority financial software.
- Ability to properly and safely operate a motor vehicle.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Tasks typically will involve a relatively low level of physically demanding work, but may include walking, stooping, kneeling, crouching, and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects. In addition, you must have the ability to sit and stand for extended periods. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths.

WORK ENVIRONMENT

Tasks will primarily involve work in an office environment. Some work outdoors in a wide range of southwest Florida weather and field conditions may be required.