



**POSITION:**           **HUMAN RESOURCES COORDINATOR (PS101339)**  
Position is located in San Rafael, CA  
Position is represented by the International Federation of Professional  
and Technical Engineers (IFPTE) Local #21

**SALARY RANGE:**   **\$31.04 - \$37.51 plus excellent benefits (40-hour workweek)**  
*Employee pays up to 7% of salary/wage toward CalPERS retirement plan*

**OPEN TO:**           **All Qualified Candidates**

**OPENINGS:**       **Two (2) and to create an Eligibility List**

**DATE POSTED:**    **December 21, 2018**

**CLOSING DATE:**   **Open Until Filled**  
**First Review Date - January 7, 2019**

**POSITION SUMMARY:**

Under general supervision, using initiative and independent judgment within established guidelines, provides varied, responsible, complex and confidential administrative assistance to Human Resources Department professional and managerial staff, and performs related duties as assigned. Human Resources Coordinators conduct and independently carry-out a variety of assigned projects. This position requires the ability to exercise positive human relations skills with internal and external customers to provide excellent service at all times. Must be flexible, able to assess and change priorities, work with multiple staff, and effectively resolve situations, within established guidelines, arising during the course of work.

**MINIMUM QUALIFICATIONS:**

**A combination of college level training and position related experience equivalent to:**

- Three years' full-time position related complex and confidential office administrative experience requiring the use of initiative and independent judgment. Human Resources experience is highly desirable.
- Must be able to demonstrate proficiency using advanced word processing and basic spreadsheet functions (Microsoft Word, Excel, database and graphics software, PowerPoint, and experience using HRIS systems highly desirable).
- A Bachelor's Degree in Human Resources Management, Organizational Development or related field may be substituted for one year of administrative experience.

**ESSENTIAL RESPONSIBILITIES:**

- Create and maintain databases, filing systems, and record keeping systems.
- Research, compile and generate reports required for compliance with Federal, state and local regulations as well as internal reports for District use.
- Provide factual information to District staff and the public in person and on the telephone.
- Receives visitors and telephone calls for department staff as applicable.

**ESSENTIAL RESPONSIBILITIES (Continued):**

- Assist in recruitment and selection by assisting with resume and application screening, correspondence, scheduling and administering examinations, and greeting candidates for interviews.
- Provide general administrative support to the department and/or related divisional departments as needed.
- Process Authority for Payroll Changes as required and assist to maintain the pay rate table, table of organization, and position control documents.
- Maintain Human Resources requisitions, recruitment files, and eligibility lists.
- Track performance reviews.
- Set-up conference and meeting rooms.
- May provide salary information to other public agencies within specific guidelines.
- Maintain confidential personnel files.
- Assist staff by scheduling medical examinations and appointments for drug testing.
- Prepare and distribute job announcements.
- Maintain benefits records, answer basic benefits questions, and supply requested informational materials.
- Maintain and handout orientation materials.
- Manage mail distribution.
- Perform clerical and administrative duties such as maintain and order office supplies.
- Prepare check requests and maintain, reconcile and process billing records.
- May coordinate and assist with preparation of applicable budgets and budget administration.
- Assist in the development and presentation of various meetings and employee training programs including notification of attendees, and ensuring that facilities, equipment and required materials are available.
- Compose, edit and proofread correspondence, reports and other written materials; reviews materials and documents for completeness, accuracy, and grammar, compliance with policies and procedures and format.
- Know and follow the safety and health rules and safe working practices applicable to his or her job.
- Regular and reliable attendance and performance are required.

**REQUIRED KNOWLEDGE, SKILLS and ABILITIES:**

**Knowledge of:**

- Human Resources policies, practices, and procedures.

**Skilled in:**

- MS Office, specifically Word, Excel and PowerPoint; database management and basic features of spreadsheets; type with sufficient speed and accuracy to meet position requirements.
- Office administrative practices and procedures, including business letter writing, editing, filing and the operation of common office equipment.
- Record keeping, report preparation and basic mathematical calculations.
- Research, compile, summarize, analyze and/or interpret a variety of technical data and prepare reports.

Human Resources Coordinator (PS101339)

- Use tact, discretion, and professionalism in establishing and maintaining effective working relationships.
- Maintaining high service levels to all internal and external customers
- Problem solving skills.

**Ability to:**

- Learn and apply District policies, laws and regulations that pertain to work.
- Use correct spelling, grammar, punctuation and vocabulary.
- Compose correspondence & complete projects from brief oral and/or written instructions; independently develop correspondence to outside agencies, District staff & individual employees.
- Use initiative and apply independent judgment within established guidelines; propose new guidelines or procedures where appropriate.
- Pay attention to detail.
- Organize work, set priorities, meet critical deadlines and follow up assignments with minimum supervision while working under frequent interruptions and changing priorities.
- Establish, organize, and maintain a variety of files and materials.
- Work effectively as a team member.
- Maintain the highest degree of confidentiality.
- Get the job done with a sense of urgency and within appropriate timeframes.
- Read and understand Memorandum of Understandings for policy, procedure, and paperwork processing needs.
- Recognize process improvement opportunities.
- Actively participate and function in a team-based environment.

**PHYSICAL REQUIREMENTS:**

- May require extensive periods performing work on a computer
- Majority of the work is conducted in an office environment
- May lift up to 50 pounds (to box and lift files for storage)

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**APPLICATION PROCEDURE:**

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW  
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: [www.goldengate.org/jobs](http://www.goldengate.org/jobs)

**Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.**

The District's Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website [www.goldengate.org](http://www.goldengate.org).

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*All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam-filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.*

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION:**

1. GGBHT Online Employment Application.
2. Resume (Scan and attach as PDF to your online application).
3. A copy of your diploma to validate required degree. (Scan and attach as PDF to your online application.)
4. Applicants who do not possess a degree must attach a statement in lieu of a degree supporting recent qualifying experience. (Scan and attach as PDF to your online application.)

**THE SELECTION PROCESS FOR THIS POSITION may include: \***

- Skills Assessment of Training and Experience
- Oral Panel Interview
- 2<sup>nd</sup> Round Interview
- Background, Employment and Security Investigation

*\* The District will only invite those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.

**Applicants with Disabilities:** The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4521 (Human Resources). The District's telecommunications device (TDD) for Persons with Hearing Disabilities is (415) 257-4554.

Revised 03/17/2014 SS

12/21/2018 AD

**Human Resources Department  
GGBHTD  
1011 Andersen Drive  
San Rafael, CA 94901-5318**