

NJ Civil Service Commission

HUMAN RESOURCE COORDINATOR

DEFINITION:

Under direction coordinates and evaluates activities of all human resource (employment and training) programs; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Coordinates and evaluates activities of all human resource components including federal/state employment projects to determine/project employment needs and priorities in the jurisdiction.

Analyzes and interprets facts on employment opportunities and makes recommendations as to employment needs and potential vacancies.

Explores and develops facilities/resources which may be utilized to provide work experience as training opportunities for unemployed persons.

Interprets work experience and training opportunities to civic, business, and other groups.

Evaluates human resource programs available and prepares reports as to their effectiveness.

Advises the regional human resource director regarding activities/status of federally funded human resource programs, employment needs, and potential employment opportunities.

Represents the appointing authority at human resource planning and program meetings within the jurisdiction.

Acts as liaison between the appointing authority and federal agencies or civic, business, and other groups regarding employment requirements, needs, training, and so forth.

Supervises and assigns work to employees.

Prepares reports containing findings, conclusions, and recommendations.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Two (2) years of experience in the field of personnel administration, employee development and training, public employment service, job counseling and placement, vocational education and training, or in the development and supervision of human resource programs.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the concept, methods, and procedures involved in coordination of various programs to assist unemployed persons in securing jobs.

Knowledge of federal/state funding requirements and techniques/procedures of various programs sponsored by public/private agencies for training individuals for job placement.

Knowledge of methods employed in collecting/analyzing factual information, drawing sound conclusions, and recommending appropriate actions.

Knowledge of functions and scope of various public/private agencies which assist applicants in securing work.

Knowledge of individual and group behavior.

Knowledge of individual and community social problems.

Ability to coordinate and evaluate programs available for securing employment and job training for the unemployed.

Ability to work harmoniously with subordinates, federal/state/local agencies, public/private groups, and business/industrial/union leaders for the purpose of providing job opportunities for the unemployed.

Ability to prepare sound/accurate reports containing findings, conclusions, and recommendations.

Ability to plan and execute multigovernment cooperative arrangements.

Ability to present an accurate appraisal of the effectiveness of municipal employment programs.

Ability to project the attributes of sincerity, initiative, and