CLASS SPECIFICATION
Employment and Development Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a wide variety of difficult, complex and responsible employment and development responsibilities in support of the City's recruitment, selection, workforce planning and development programs and initiatives; serves as project lead; maintains and ensures consistent application by central and service team staff of City employment and development standards, practices and processes; researches and recommends City-wide recruitment and selection policies, standards and practices; oversees centralized training and development programs and initiatives; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Employment and Development Coordinator is responsible for participating in the planning, organizing and coordinating of City recruitment, selection, workforce planning and development programs and initiatives. The incumbent is responsible for providing: project leadership and participating in large workforce forecasting/planning and training/development studies, projects and initiatives; and advice and assistance to bureau and City managers, supervisors and employees on employee recruitment, selection and development issues. An incumbent is expected to exercise considerable discretion in carrying out responsibilities independently, ensuring the consistent application of program specific standards and policies on a City-wide basis.

Employment and Development Coordinator is distinguished from Employment and Development Manager by the latter's responsibility for the overall management of the City's Employment and Development Unit.

Employment and Development Coordinator is further distinguished from Human Resources Coordinator in that an incumbent in the former class specializes in recruitment, selection, workforce planning and development programs and initiatives

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Participates in the development, implementation, management and maintenance of the City's employment and development programs; audits, develops and/or revises City employment and development policies, standards and procedures; monitors bureau practices for consistency and

conformance to policies and standards; assesses and takes or recommends actions to ensure consistency and conformance to rules and policy.

2. Participates in planning, leading and carrying out complex employment and development studies; facilitates advisory committees; negotiates and manages consultant contracts; reviews and recommends action to implement study results; presents recommendations and responds to stakeholders concerns; drafts ordinances; ensures compliance with state and federal law and collective bargaining agreements; assists in presentations to the City Council.

3. Provides policy interpretation, analysis, guidance and technical advice for resolution of difficult, sensitive, complex and controversial issues involving administrative rules, City Code and Charter, Civil Service Board rulings and associated policies; provides technical expertise to managers and supervisors on complex and difficult aspects of City employment and development systems, issues, programs, strategies and services.

4. Coordinates and completes various special projects and studies such as establishing a new exit interview process or a new employee orientation program.

5. Facilitates communication between the Employment and Development Unit, site teams, staff in other BHR work units, and bureaus.

OTHER DUTIES

1. Provides advice, assistance and direction to other professional staff and student interns.
2. Responds to employee examination appeals.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, labor relations, employee development and performance planning and appraisal.

2. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.

3. Principles and practices of public administration, including reporting and maintenance of public records.

4. Research methods and data analysis techniques.

5. Trends in human resource program development, especially in the areas of employment and development systems.

6. City functions and operations and associated employment and development issues.

7. Principles and practices of effective business communication.

8. Operation of standard business computer software.

9. City human resources policies and labor contract provisions.

Ability to:

1. Assist in the development, organization and implementation of City-wide employment and development programs, including processes for their regular updating and maintenance to meet City operating and staffing needs and to respond to a changing legal environment.

2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

3. Maintain consistent application of employment and development standards, practices, processes and policies, while helping managers and site teams to meet bureau business and organizational needs.

4. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

5. Exercise independent judgement and initiative within established guidelines.

6. Present proposals and recommendations clearly and logically.

7. Represent the City effectively in dealings with applicants, employees and employee organization representatives on a variety of employment and development issues.

8. Communicate effectively orally and in writing.

9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

10. Maintain confidential and sensitive information.

11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.

12. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, consultants, employee organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least five years of progressively responsible experience in the development and delivery of employee recruitment, selection and development programs and services; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 12-18-02
June 2009 - Change Job Class number from 7259 to 30000527, due to system change.