POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

**Action Requested:** Organizational Chart required for all actions.

- ☒ Review of a new or vacant position
- ☐ Initiate a classification review
- ☐ Update an existing position description (no review requested)

<table>
<thead>
<tr>
<th>Name of incumbent (if filled position):</th>
</tr>
</thead>
<tbody>
<tr>
<td>If vacant, name of previous incumbent:</td>
</tr>
</tbody>
</table>

**Working Title:** HR Programs Coordinator

**Classification Title:** Administrative Support Coordinator

**Department Name:** Human Resources  
**Division:** Administration & Finance

**Appropriate Administrator/Supervisor Title:** Associate Director, HR Programs

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Job Code: 1035</th>
<th>Grade Level: 1</th>
</tr>
</thead>
</table>

**Time Base:** FT  
**FLSA Status:** Non-Exempt

**Position Summary:** In a few sentences, briefly describe the primary function of the position.

Under the general supervision of the Associate Director of HR Programs and in collaboration with the Benefits Manager, the HR Programs Coordinator provides administrative and coordination support to programs such as Employee Benefits, Workers’ Compensation, ADA, Workplace Violence Return to Work, and Wellness Programs. The HR Program Coordinator works with employees’ medical and disability documents that are confidential and sensitive in nature and works with the Workers’ Compensation third-party administrator to provide and gather additional information.

**Major Duties:**

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.

The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position. (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).

**Description of Duties**

<table>
<thead>
<tr>
<th>Description of Duties</th>
<th>% of Time Total = 100</th>
<th>Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Coordination:</td>
<td>65%</td>
<td>☒</td>
</tr>
</tbody>
</table>
| - Assist Associate Director of HR Programs to ensure compliance with Workers’ Compensation Labor Laws; EEOC, HIPAA, ADA, Cal OSHA and other regulatory requirements.  
- Assist Benefit Manager with Leaves of Absence and other Benefit related duties.  
- Ensures employees receive the appropriate information pertaining to the programs listed above.  
- Collect all required documents and review them for completion and compliance. |
- Maintain program information in the appropriate tracking systems (Excel, Access, ViaOne, and PeopleSoft)
- Ensure data integrity of tracking systems, prepare reports upon request, and maintain documentation and filing systems.
- Learn and interpret university policies and procedures, applicable laws, and guidelines
- Conducts research and creates and/or edits program materials
- Proofreading and preparing correspondence and forms to meet all requirements and timelines
- Maintains open communication with employees and/or managers regarding HR Programs and Benefit matters

Customer Service
- Supports the HR Program and Benefit units by responding to employees in person, via email, and by phone.
- Provide employees with information regarding program eligibility and program provisions for Worker's Compensation, Workplace Violence, ADA, return to Work, Wellness and COBRA, etc.
- Develop flyers and marketing materials for HR-related programs

<table>
<thead>
<tr>
<th>Duties as Assigned</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Maintenance</td>
<td>25%</td>
</tr>
<tr>
<td>- Other</td>
<td>10%</td>
</tr>
</tbody>
</table>

Changes in position: If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?

Physical Effort: Indicate the type of physical effort which is essential to the position activities:

Sedentary Work - involves mainly sitting; walking and standing are minimal; involves lifting light weight objects limited to 15 pounds.

Environmental Factors: Indicate the type(s) of environmental factors which are essential to the position activities:

<table>
<thead>
<tr>
<th>Environmental Factors</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside (Typically Office Environment)</td>
<td>Constantly - Essential</td>
</tr>
<tr>
<td>Extreme Temperature (hot/cold)</td>
<td>Choose an item</td>
</tr>
<tr>
<td>Elevated Work (Raised platform/scaffold)</td>
<td>Choose an item</td>
</tr>
</tbody>
</table>

Supervision Received: Indicate the level of supervision received by the position from the Appropriate Administrator.

General Supervision - some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional advice.

Supervision Exercised: Indicate the type of supervisory responsibilities that are associated with the position.

No responsibility for supervising the work of others.

Specialized Materials: The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:

Special Working Conditions: List any overtime requirements, 24/7 on-call, work schedule, etc.
Knowledge, Skills, and Abilities:

Basic knowledge of and the ability to apply fundamental concepts related to Workers Compensation, ADA, FMLA/CFRA, PDL and general HR programs
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the program(s)
- Ability to multitask and work in a fast-paced environment
- Demonstrated ability to establish and maintain cooperative working relationships
- Knowledge of Microsoft office software, specifically Microsoft word, excel and access
- Must have excellent written and oral communication skills
- Ability to work effectively in a changing campus environment
- Ability to maintain high level confidentiality and recognize the importance of sensitivity and diplomacy
- Must be able to work independently, and also work effectively as part of a team.

Experience and Education:

High School Diploma and a minimum of two (2) years of professional work experience in a human resources office environment

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

- Associate degree or above in Human Resources, Business Administration, or related field.
- Experience supporting workers’ compensation, leaves of absence, and/or employee benefits.

Signatures (Acknowledgement that the information is accurate)

<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shauneice Milton</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For HR Use Only

- Classified By: Tanisha Dean Date: April 12, 2023
-☐ General Reporter ☐ Limited Reporter ☒ Background Check ☐ Fingerprint ☐ Physical Exam
-☐ Driver’s License ☐ Conflict of Interest ☐ MPP Job Code