Job Title: HR Coordinator, Facilities Management

BCAT Code: 09HX17  Effective Date: April 1, 2007
Pay Grade: G14   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Oversees and manages the Human Resources (HR) activities of a department, college, or division, such as recruitment, classification, staff development and training, records management, employee relations, affirmative action, payroll, and performance evaluations.

Examples of Duties
- Advises supervisors and managers on personnel related issues, policies, and procedures.
- Coordinates and participates in the recruitment activities of staff and/or faculty.
- Manages the annual performance review process and procedures for staff or faculty.
- Reviews and coordinates requests for reclassifications and/or compensation adjustments.
- Supervises the maintenance of departmental HR activity records.
- Develops and coordinates staff development and training activities.
- Provides administrative support, such as monitoring the workflow, preparing and coordinating HR paper work, and supervising staff.
- Serves as a member of HR administrative and strategic committees.
- Assists in special projects and performs other HR related activities as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures, basic computer operations and software.
- Knowledge of spreadsheets, databases, and word processing.
- Knowledge of HR procedures, policies, and activities.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, supervise, train staff, and pay attention to detail.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.