

**Absentee Shawnee Housing Authority
Job Description**



Title: Human Resource Coordinator

Reports to: Executive Director

FLSA Status: Non-Exempt

Pay Range: TBD

Positions Supervised: None

Summary of Position: Organize and manage ASHA's Human Resource functions, including hiring, interviewing staff, administering pay, benefits, and leave, and enforcing ASHA personnel policies and procedures.

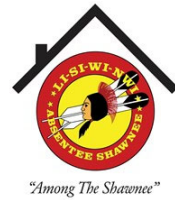
DUTIES AND RESPONSIBILITIES:

1. Recruits, interviews, hires, and performs onboarding orientation for all incoming staff at the request of Executive Director.
2. Performs annual benefits renewal packages
3. Prepares performance evaluation packets for ASHA management.
4. Handles disciplinary actions and termination of employment, at the discretion of the Executive Director.
5. Compile and update employee records (hard and soft copies).
6. Prepare payroll notices for finance on any employee status changes.
7. Perform initial employee disciplinary meetings, investigations or complaint hearings.
8. Prepare reports for management, on dispute resolution or other recommendations on personnel matters.
9. Maintain and create ASHA job descriptions, prepare periodic review for Executive Director when updates are required.
10. Maintain most up to date knowledge of ASHA's personnel handbook, trends, best practices, employment law and regulatory requirements for compliance.
11. Other duties as assigned by supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent organizational skills and attention to detail

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- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to act with integrity, professionalism, and confidentiality
- Thorough knowledge of employment related laws and regulations

MINIMUM EXPERIENCE AND TRAINING:

1. Bachelor's degree in human resources, business administration, or related field, and/or minimum of five years of human resource experience.
 2. Proficient with Microsoft Office or related software.
 3. Above average typing skills.
 4. Ten-key by touch.
 5. Possession of a valid Oklahoma driver's license and be insurable.
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