



PAYROLL AND RECRUITMENT COORDINATOR

APPLICATION DEADLINE IS WEDNESDAY, JUNE 1, 2022 AT 11:59PM

Division: Human Resources

Reports to: Assistant Director 2 Human Resources

Location: Nashville, TN

Full-time/Part-time: Full-Time

Salary Grade: 34

Monthly Salary Range Minimum: \$4,091

FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Coordinates the administrative workflow of the Human Resources (HR) Department; processes payroll transactions and manages leave activities; performs recruiting functions; serves as back-up to the Benefits Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assumes lead role in processing payroll for the agency, including payable time, sick leave, annual, administrative leave and works with managers to clear exceptions.
- Assumes lead role in the recruitment life cycle for assigned divisions from posting of position to submission of information in Edison, and submitting new hire tickets; assists with recruitment efforts in other divisions as needed; assists with workforce planning.
- Handles service time reinstatement and continuation around sick leave and annual leave.
- Ensures processing of longevity payments as well as pay for performance increases.
- Handles all reclassifications, supplemental, and salary adjustments for assigned divisions.
- Handles termination file preparation and distribution to DoHR for assigned divisions.
- Provides training for new employees and new managers on Human Resources related Edison procedures, and assists with new hire onboarding.
- Serves as backup for Benefits.
- Serves as back-up to the HR Helpline and email.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or GED; Bachelor degree and/or relevant post-high school certification preferred.
- Two (2) years of human resources experience; preferably in payroll processing and/or recruiting.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of applicable state and federal employment and labor laws and government compliance requirements.
- Working knowledge of Human Resources Information Systems (HRIS) preferred.
- Strong interpersonal skills; excellent customer service skills.

- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality regarding sensitive employee and organizational information.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

State of Tennessee positions that may involve driving responsibilities require candidates to meet the following minimum driver qualifications:

- A valid driver's license
- For the past five years, the candidate's driving record must not have record of the following violations: driving under the influence (DUI), reckless driving, license suspension for moving violations, more than 4 moving violations

BENEFITS: THDA offers an excellent benefits package: medical, dental, vision, and life insurance options; disability insurance; retirement plans; flexible benefit pre-tax accounts for medical, dependent care, transportation, and parking; annual leave and sick leave that begin accruing after the first month of employment; and 11 paid holidays per year. We also offer work-life balance opportunities through alternative work schedules, flexible schedules, and telecommuting.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS