



The City of Coronado is Accepting Applications for the Position of:

HR Management Assistant

Annual Salary: \$60,647-\$81,273

"To support and reinforce Citywide operations with the goal of developing its most valuable resource – its people." – **Administrative Services Department Mission Statement**

The City of Coronado invites you to apply for the Human Resources Management Assistant position. This position administers various human resources functions, including benefit administration related to group health insurance and ancillary benefit offerings, disability, workers' compensation, retirement, Social Security, COBRA, and employee leave of absence. This position facilitates new employee orientations, facilitates offboarding of benefits for separating and retiring employees, coordinates employee recognition programs, and develops, delivers, and coordinates Human Resource related training and development activities.

We are a service-oriented agency that is dedicated to providing outstanding customer service and excellence in human resource leadership. The Human Resources Division, a team within the Administrative Services Department, is a small group of experienced human resources professionals who work closely as a team through collaboration and cross-training to further enhance each others' skill sets. Our goal is to be dynamic, resourceful, and well-rounded in our experience to best to support the needs of the city. Going "above and beyond" is our standard in producing excellent internal service to employees and management, as well as supporting the Coronado community.

Key Responsibilities:

Coordinate employee open enrollment procedures, prepare and distribute benefit education materials, process all employee benefit changes. Collaborate with benefit service providers and

plan administrators in addition to overseeing contract administration for all health related vendors. Prepare benefit materials and information for newly appointed and separating employees; ensure program compliance with COBRA regulations. Serve as the primary contact for HRA/FSA administration and ensure IRS compliance with section 125 benefits. Interpret workers' compensation regulations for city employees; provide timely and accurate information to employees regarding the worker's compensation claim process and facilitate employee's understanding of reporting requirements, treatment, work status, job protection, and compensation as an injured worker. Strong analytical skills and the ability to utilize excel for compiling and disseminating reports. Interpret cafeteria and insurance plan regulations and practices for employees; update and review plan summary information as needed. Communicate with employees, department representatives, and the Finance/Payroll Division of Administrative Services, regarding Human Resources activity that impacts payroll processing. Prepare required notices to employees regarding leave of absences subject to provisions under Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL) or other special leave.

Develop, design and/or deliver Human Resource related training. Prepare materials and information for employee orientations and set up profiles for access to on-line portals. Participate in process-review to develop procedures and training manuals. Serve as a representative on the Safety Committee and drive the implementation of committee initiatives. Support management-assigned special projects that may include but not be limited to research, data collection, preparing summaries, memoranda, and/or reports for review. Perform related duties and responsibilities as required. Support the Human Resources team in implementation of new Enterprise Resource Program, Tyler Technology Munis. Primary facilitator in processing Industrial Disability Retirement (IDR) applications. Primary liaison to workers' compensation third-party administrator. Develops new and updates existing divisional procedures. Manages the return to work program and facilitates the interactive process. Administrates benefit provisions and leave management for employee impacts due to the Coronavirus pandemic.

Ideal Candidate:

The ideal candidate for this position will have the ability to multi-task in the face of competing priorities and must have strong organizational skills, be customer service oriented, and take ownership of assignments. The successful HR Management Assistant provides timely responses to requests for assistance from employees, candidates, third-party administrators, and city management, which may include highly sensitive and/or confidential matters. The ideal candidate will be a collaborator with superior oral and written communication skills; must give high attention to detail when documenting, tracking, and preparing correspondence; have a demonstrated track record of meeting or exceeding professional objectives; and must have strong reasoning ability, curiosity, and capacity to solve problems. Ever the consummate professional, the ideal candidate can adjust the delivery of information and/or instruction

appropriately to meet varying personalities, and communication styles. As an exemplary effective communicator, the ideal Management Assistant in Human Resources can express empathy in sensitive employee matters, while maintaining a professional demeanor and executing consistent policy.

Minimum Qualifications:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Professional-level experience performing general human resources administration in the areas of recruitment activities, benefits and/or leave administration, and training and development.

Education/Training:

Completion of college-level coursework leading to completion of a major in public administration, business administration, operations research or a closely related field, such as Organizational Development, or Human Resources.

Required Licenses:

Possession of a valid Class C California Driver's License with a safe driving record.

Preferred Qualifications:

Equivalent to a Bachelor's degree from an accredited college or university in public administration, business administration, or related field and three years of experience performing technical general human resources administration in the areas of workers' compensation, benefits and/or leave administration, and training and development.

Certificate in Human Resources is desirable.

Examination & Selection Process:

For more information, please contact the City of Coronado's Human Resources Division:

1825 Strand Way, Coronado, CA 92118 | (619) 522-7300 | HR@Coronado.Ca.Us

Application Review Phase:

A completed City of Coronado employment application and resume must be received by the Human Resources Division by **5:30 PM PST on Thursday, October 21, 2021**. Applications will be reviewed on the basis of relevant education, training, and experience.

Examination Process:

Applicants considered most qualified after the application review process will be invited to participate in an oral panel interview (100%). The process will also include a written exercise that will not be scored, but

will be used as a writing sample and assessment of customer service and critical thinking/judgment skills. The exam process is tentatively scheduled for **the week of November 1st, 2021**.

Department Interviews:

The top candidates will be invited to a department interview with the Human Resources Manager and Administrative Services Director tentatively scheduled **the week of November 8th, 2021**.

Candidate Selected:

The selected candidate will be issued a conditional offer, subject to the successful completion of background check and medical examination.

Additional Information:

All candidates who successfully obtain a 70% or above in each phase of the exam process will be placed on an eligibility list for a period of at least six months. The City of Coronado participates in E-Verify, all new employees are required to submit verification of legal right to work in the United States. The City of Coronado is an equal opportunity employer (EOE). Individuals with disabilities who will require reasonable accommodation in order to participate in any portion of the examination process may voluntarily request the accommodation from the City five working days prior to the requested accommodation. Documentation of the need for the accommodation may be required upon receipt of the request.

What Coronado Has to Offer:

A rich benefit package contributes to the total compensation value. Benefits include a monthly cafeteria allotment of \$1,562, voluntary retirement savings/deferred compensation, tuition reimbursement, group term life and short-term and long-term disability coverage, an employee assistance program, and more.

The Retirement Benefit Formula for Classic CalPERS Members is 3 at 60.

The Retirement Benefit Formula for PEPRAs CalPERS Members is 2 at 62.

Valuable experience, training opportunities and engaged leadership in a supportive community environment.

Access to community pool and gym.

As part of ensuring our employees maintain a work/life balance, employees earn 144 hours of Annual Leave per year for the first 5 years. After 5 years, the accrual rate increases.

The Coronado Community:

Rich in history, natural beauty and a charming ocean village atmosphere, Coronado is most deserving of its royal "nickname" - the Crown City.

Surrounded by the Pacific Ocean, Glorietta Bay and San Diego Bay, this picturesque seaside resort destination is linked to the Southern California coastline and the city of San Diego by the graceful and stately San Diego - Coronado Bridge, and to the south by a narrow strip of land known as the Silver Strand.

This uniquely enchanting city which measures 13.5 square miles, is home to some of the world's most pristine beaches, 18 public parks, an 18-hole golf course, tennis courts, public pool and recreation facilities, as well as dedicated bicycle paths.

This vibrant, thriving community welcomes more than 2 million visitors annually to soak up the sun and the sand while enjoying the lush surroundings and village appeal of Coronado. With 15 hotels, including amongst them three world class resorts, 1,900 hotel rooms, and many highly acclaimed restaurants, this island community has a resident and Navy population of approximately 23,000 as well as a flourishing tourist population. Coronado is also home to Naval Air Station North Island, Coronado (NASNI) Naval Amphibious Base Coronado (NAB) and Silver Strand Training Complex, Coronado, supported by nearly 20,000 military and civilian personnel.