



Brazos Transit District

Job Description for Human Resources Coordinator

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Human Resources Coordinator. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

Job Title:	Human Resources Coordinator
Supervisor:	Deputy CEO/General Manager
Location:	2117 Nuches Lane, Bryan, Texas
FLSA Status:	Exempt
Safety Status:	Non-Safety Sensitive
Job Brief:	The job of Human Resources Coordinator is responsible for employee relations and issues, policy enforcement on behalf of BTD and recruitment and maintenance of staff.

Essential Functions

- Maintain all personnel files- conduct pre-employment and annual criminal background checks and motor vehicle record review for all employees.
- Maintain employee medical files, log DOT physicals, FMLA and Worker's Compensation.
- Post job openings, process and screen employee applications.
- EEO data records and data.
- Hire employees and conduct New Employee Orientation to familiarize employee with BTD policy and procedures.
- Maintain incremental and annual employee evaluations, and attendance records.
- Respond to unemployment claims, appeal unemployment claims, testify on behalf of BTD.
- Conduct employment verifications and requests for information.
- Become familiar and stay up to date with BTD's program policies and procedures.
- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

General

- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code

of Conduct and safety policies and procedures.

- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.

Education and Experience

- Bachelor degree preferred.
- Three to five years of administrative experience.
- Must be familiar with Windows environment.

Aptitudes Required This job requires the following levels of aptitudes:

Reasoning Development - must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Language - must be at a level that would normally read novels, technical journals, blueprints with understanding. Must be able to prepare business letters, expositions, summaries and reports with proper format.

Math Development – must be able to understand and do algebra and geometry.

Supervision Received

Supervision provided when necessary.

Work Environment

Works in normal office environment. Occasional need for exposure to fumes, chemicals, solvents, etc. Rare need to work outdoors, in confined spaces, or exposed to extreme temperatures.

Physical Requirements

- Have constant need (66% - 100% of time) for sitting, finger dexterity, and for typing or writing.
- Have occasional need (1% - 33% of time) for standing, walking, bending, stooping, squatting, grasping, gripping, or for driving or operating equipment.
- Have rare need (less than 1% of time) for climbing stairs, lying down, pushing/pulling, reaching above shoulders, or for climbing ladders.

Lifting/Carrying

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

Other

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

Optimum Qualifications

The successful candidate must meet the aptitude requirements listed in this description. Candidate should have at a minimum good English communication, organizational skills, and be able to provide exceptional customer service. Candidate must be able to read and write English. Candidate must be able to interact with clients in a courteous, pleasant, and helpful manner. Candidate must be able to deal with passengers from diverse backgrounds and individuals with special needs. The employee must work well with other employees and take directions from their immediate supervisor. The employee must be able to work a flexible schedule in a fast-paced environment. Candidate must have the ability to exercise good judgment and stay calm in emergency situations. Bilingual preferred.

I have read, understand and agree to perform the duties as outlined in this job description.

Updated February 2023

Employee's signature

Date

Supervisor's signature

Date



Brazos Transit District

Applicant Acknowledgement

I _____ acknowledge that I have received a copy of the job description for Human Resources Coordinator for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Applicant Signature

Date



Brazos Transit District

Employee Acknowledgement

I _____ acknowledge that I have received a copy of the job description for Human Resources Coordinator for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

Yes _____

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No _____

Other (Please explain):

Employee Signature

Date