



City of Brooklyn Center HR Coordinator

SALARY	\$26.66 - \$32.44 Hourly \$55,452.80 - \$67,475.20 Annually	LOCATION	City Hall - 6301 Shingle Creek Parkway Brooklyn Center, MN
JOB TYPE	Full-time Regular	DEPARTMENT	Administration
DIVISION	Human Resources	OPENING DATE	06/12/2023
CLOSING DATE	6/26/2023 11:59 PM Central		

Position Summary

Do you have an interest in serving the public and working for a great city? Join Brooklyn Center and be a part of an amazing group of city employees who are proud of the work they do every day. The Administration Department is currently recruiting a full-time, benefit-eligible, HR Coordinator.

Reporting to the compensation and benefits manager, the HR coordinator provides essential administrative support to the equity and HR department. The output ultimately results in the City of Brooklyn Center being a great place to work, with employees knowing the equity and HR programs and processes are dependable, equitable and accurate.

Responsibilities for the role focus on three areas of the employee experience: (1) compensation, (2) benefits, and (3) administrative tasks. It is essential that the person in the role be committed to weaving diversity, equity and inclusion (DEI) into their work. This position requires a high level of accuracy, have the ability to prioritize and be dependable. It is also important they have strong customer service skills, are organized, and enjoy detail-oriented work.

Examples of Duties

Compensation

- Conduct payroll process and ensure accurate and timely payroll.
- Process salary increases related to payroll, step increases, and COLA.
- Work with employees who coordinate payroll feeder systems to ensure they accurately and efficiently roll up to the central payroll system.
- Process W2s and ACAs.

Benefits

- Ensure benefits are accurately administered.
- Coordinate annual enrollment process.
- Ensure compliance.

Administrative

- Regarding compensation and benefits, ensure database integrity and manage HR drives, both private and shared.
- Maintain HR files and lead the efforts toward digitizing paper files.

- Assist with keeping the personnel handbook current.

Miscellaneous

- Ensure employee records are kept up-to-date and are accessible.
- Submit invoices for assigned vendors.
- Other work as assigned.

Minimum Qualifications

Required

- Associate's Degree or equivalent experience.
- Demonstrated skill and comfort in building relationships with diverse groups of people.
- Committed to establishing a safe, productive, collaborative culture that values DEI. Able to build strong relationships with a wide variety of people.
- Proficient in processing in-house payroll.
- Experience in payroll taxes, payroll tax returns and issuing W-2's.
- Knowledge of benefits. Taxable/non-taxable benefits helpful.
- Knowledge of employment/labor laws; knowledge of HR policies and procedures.
- Strong written and interpersonal skills.
- Experience working across teams with the spirit of collaboration and partnership.
- Excellent judgment and problem-solving skills, including negotiation and conflict resolution skills.
- Flexible and willing to adapt to change.
- Is detail oriented, organized and analytical. Manages time wisely.
- Enjoys working in a fast-paced environment.
- High level of integrity and ability to keep confidential information private and secure.
- Proficient in MS-Office

Physical Requirements

- Reasonable accommodations may be made to enable individuals with disabilities to perform the assigned and essential functions.

Supplemental Information

The City of Brooklyn Center will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, ability, age, marital status, status with regard to public assistance, familial status, veteran status, or membership on a local human rights commission, genetic information, gender identity or gender expression, and lawful participation in the Minnesota Medical Cannabis Patient Registry. The City of Brooklyn Center will take all necessary steps to ensure that all employment practices are free of such discrimination.

Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. All employees are responsible for following applicable policies and procedures as defined by their manager or as described in the personnel handbook.

Completion of an on-line application is required. Do not refer to your resume – the staff member reviewing the application will not have access to your resume during the review process. The City does not allow attachments to the

on-line application. If you would like to submit a cover letter, resume or other documentation, please e-mail it to HR@ci.brooklyn-center.mn.us – please reference the job title in the subject line.

Agency

City of Brooklyn Center

Address

6301 Shingle Creek Parkway

Brooklyn Center, Minnesota, 55430

Phone

763-569-3304

Website<http://cityofbrooklyncenter.org>**HR Coordinator Supplemental Questionnaire*****QUESTION 1****Do you have an associate's degree or equivalent experience?**

- yes
 no

QUESTION 2*Please list your degree or describe your equivalent experience.*****QUESTION 3****Do you have experience processing in-house payroll?**

- Yes
 No

QUESTION 4*Please describe your experience processing in-house payroll. If you do not have this experience, please write "N/A."*****QUESTION 5****Do you have experience in payroll taxes, payroll tax returns and issuing W-2's?**

- Yes
 no

QUESTION 6*Are you proficient in MS-Office?**

- Yes
 No

QUESTION 7*Please describe your experience working with benefits. If you do not have this experience, write "N/A."**

* Required Question