

## City of Wilmington



MICHAEL S. PURZYCKI  
Mayor

## HUMAN RESOURCES COORDINATOR

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**SALARY GRADE:** "L" - \$42,713 per year to \$51,367 per year

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a bachelor's degree in Human Resources or related field; three to five years of experience in Human Resources; two years of experience in managing leave cases (ADA, FMLA); any equivalent combination of experience and training that provides the required knowledge, skills, and abilities; Professional Human Resources Certification preferred.

**REQUIREMENTS:** Must pass a criminal background check, pre-employment physical and drug test.

**NATURE OF WORK PERFORMED:** Administer leave programs to ensure compliance with federal and state regulations as well as City policies related to FMLA/ADA/long-term and short-term disability. Administer all aspects of leave programs to include tracking hours used. Manage inquiries regarding procedures, policies, eligibility rules and regulations. Ensure timely, professional, and accurate communications with employees, coworkers, and City leadership. Serve as point of contact for the escalation for leave-related issues. Produce and manage reporting metrics and analytics for all leave cases including usage and trends within various leave programs. Prepare reports and correspondence as required. Assist with other Human Resources-related projects and other duties as assigned. Testify and assist in the preparation of matters brought before the Personnel Appeal Board. Act as the point person for the interactive process and assist with implementation of reasonable accommodations. Communicate in a professional and timely manner with medical providers, as necessary. Update policies and procedures when applicable.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):** Meet regularly with Human Resources staff, Law Department, and City leadership to review claim status to design and develop strategies and plans for resolution, and to reduce leave frequency and duration and expedite return to work. Create and maintain leave of absence records, including paper and electronic system files to ensure accurate and timely documentation and reporting. Participate in meetings for the purpose of conveying or gathering information required to perform functions. Work with counsel to prepare for Personnel Appeal Board hearings.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the various type of leaves of absence including FMLA, ADA, long-term and short-term disability, and applicable federal and state laws governing each. Must be able to coordinate multiple leave programs concurrently as needed. Must have effective communications with the ability to interpret and disseminate information to individuals and groups. Strong analytical, conceptual, problem solving and reporting skills. Attention to detail. Sound judgment. Excellent report writing, documentation, administrative and organizational skills. Ability to work collaboratively and respectfully across a wide range of people. Excellent time management and the ability to manage a high workload, deadlines and many competing tasks. Ability to work well within a team, as well as independently assuming responsibility for assigned tasks. Solid knowledge of Microsoft Office suite products, including intermediate knowledge of Microsoft Excel, in order to develop and maintain spreadsheets, databases, and create correspondence. Must be able to maintain a high degree of confidentiality and professionalism.

### **OPEN COMPETITIVE**

**VACANCY: DEPARTMENT OF HUMAN RESOURCES**

**CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT**

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (4:30 P.M.): MARCH 27, 2019**

**APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES**

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: (302) 576-2460

[www.Wilmington.DE.gov](http://www.Wilmington.DE.gov)