

JOB DESCRIPTION

Job Number - 027

POSITION:	Human Resource/Safety Coordinator
COMPENSATION:	\$59,000 to \$63,000, Commensurate with Experience
SUPERVISOR:	Executive Director
SUPERVISES:	N/A
JOB SITE LOCATION:	Eureka, CA
FLSA Status:	Non-exempt

REQUIREMENTS: Must have Bachelor's degree in Human Resources (HR) management, Business Administration or a related field; or four years related experience and/or training; or equivalent combination of education and experience. Applicant must have ability to read, analyze, and interpret complex documents. Human Resource Coordinator must have ability to respond effectively to the most sensitive inquiries or complaints. Must have the ability to establish and maintain effective working relationships with fellow staff members. Knowledge of HR functions (pay & benefits, recruitment, training & development etc.) and use of Microsoft Office is essential. Understanding of labor laws and disciplinary procedures. Background in local, state, and federal health and safety guidelines and procedures. Ability to oversee the safety of all employees, make sure all projects are up to code, and provide advice and recommendations for safety improvements.

RESPONSIBILITIES: Human Resource Coordinator performs the following tasks:

Human Resources:

- Serve as a link between management and employees by fielding questions, interpreting, and helping to resolve work-related issues in a professional and timely manner.
- Ensure compliance with corporate policy, fair employment practices and government regulations, including planning, organizing, directing, controlling and coordinating personnel, and labor relations activities.
- Review and make recommendations for updating human resource policies and procedures and other protocols necessary to maintain compliance and follow NCIDC's policies
- Provide information and training to employees about company policies, job duties and job safety, working conditions, wages, opportunities, employee benefits.
- Create, improve, and monitor new hire packets to ensure legislative compliance.
- Administer new hire orientations, disciplinary/counseling actions, and terminations.
- Ensure proper documentation maintained in corporate personnel files, including maintaining documentation organization for hires, performance, and time and attendance.
- Conduct investigations on employee relations issues: Sexual Harassment, Grievances, Safety, etc.
- Ensure all legal postings are accessible and posted according to legislative compliance.
- Other duties as assigned.

Safety:

- Provide general guidance, direction, advice and regulatory requirements in all areas of occupational safety and health.
- Maintain OSHA documentation MSDS Binders and Chemical Lists.
- Maintain communication and safety procedures for all NCIDC satellite offices, including staff on-boarding.

- Ensure regular safety meetings are conducted with documentation and organization.
- Coach and educate and provide ongoing training to all levels of management and employees on safety and health best practices and policies.
- Identify, report and provide solutions for employee safety programs, regulatory compliance and employee health issues.
- Key contact for safety inspections.
- Receive and review all field safety meetings. Complete reports as directed.
- Review all post-accident investigations and near misses for process and procedural improvements and follow-up with management.
- Responsible for the timely and accurate completion of Worker's Compensation Claims and Reports with proper processing protocols and follow-up on claims.
- Ensure all legal postings are accessible and posted according to legislative compliance (Liability Policies, OSHA 300 Log, Etc.).
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent communication skills, both written and verbal.
- Professional demeanor with both staff and vendors
- Ability to ensure absolute privacy and respect when dealing with sensitive matters

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb stairs, use hands and fingers, handle or feel. Be able to reach with hands and arms and talk to hear. The employee must occasionally lift and/or move up to 45 pounds. Ability to drive long distances. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES AND LICENSES: Valid California Driver's License, clean DMV record, valid vehicle insurance, CPR/First Aid Certification (or willingness to obtain if able).

WORK ENVIRONMENT: The noise level is usually moderate.

ACKNOWLEDGMENT:

Applicants should read the job description and fully understand the requirements set forth therein. Applicants offered a job agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of their ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or work environment change. Applicant should understand that employment is at-will and thereby understand that the employer or the applicant may terminate the employment relationship at any time, with or without cause.

Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.