



Job Title: Human Resource Coordinator

Department: Administration

Reports to: Director of Human Resources

Essential Job Functions:

- Work closely with the Director of Human Resources supporting in all aspects of HR functions.
- Assist and coordinate the employment life cycle (recruit, screen, interview, hire, develop, performance management, retain, termination/retirement, and exit interviews).
- Assist in day-to-day employee relations issues including employee complaints, manager and supervisory advisement on employee issues, policy administration and interpretations, performance management counseling, succession planning and more.
- Organize orientation, benefit, and termination packets.
- Conduct new hire orientation and diversity/sexual harassment training.
- Assist in creating, modifying, and administering company policies and job descriptions.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, assisting with identification of legal requirements and governmental reporting regulations.
- Maintain records of benefit plans and personnel files.
- Respond to inquiries regarding policies and procedures.
- Administer benefit programs such as life, health, dental, vision, and prescription insurance.
- Ensure the Company's self-insured medical insurance plan is in compliance with the Affordable Care Act. Accurately complete all reporting including 1094/1095(s).
- Plan and organize Employee company events such as the annual Holiday Party and Employee Appreciation activities.
- Serve as a member of the Continuous Improvement Team and attend management meetings.
- Assist in the drug and alcohol testing program as the Assistant Designated Employer Representative (DER) directed by the Federal Railroad Administration part 219 and Department of Transportation part 40.
- Ensure compliance with all rules, procedures, and regulations as governed by the Company and local, state, and federal government, including the Federal Railroad Administration.
- Performs other duties as assigned.

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- Ability to maintain the highest level of confidentiality.
- Ability to maintain professional integrity while working in a high-pressure environment.
- Ability to build harmonious relationships with your colleagues and supervisors.
- Excellent verbal and written communication skills.
- Organization skills: uses time efficiently and sets goals and objectives along with the ability to plan and execute responsibilities with minimal direction while prioritizing tasks.
- Strong analytical and critical thinking skills.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Ability to type at least 50 average net words per minute.
- Ability to observe all safety procedures and report potential unsafe conditions.
- Ability to maintain a clean and safe work environment.

Physical Demands:

Reasonable accommodation may be made to enable individuals with disabilities to perform the physical demands listed below.

- Sitting for prolonged periods of time; majority of time will be spent in front of a computer screen. Walking or standing for brief periods of time is required occasionally.
- Infrequently lift and/or move up to 25 pounds; exert up to 10 pounds of force occasionally and exert a negligible amount of force frequently.
- Ability to sustain and manage constant stress while working at a high rate of pace.

Education and Training:

- Associate degree in human resources or equivalent work experience in human resources required.
- SHRM-CP or PHR certification preferred.
- Bachelor's degree in human resources or equivalent work experience in human resources preferred.
- This position will be subject to drug and alcohol screening under LSRC drug free workplace policy.

Acknowledgement:

I understand and agree that it is my responsibility to read this description in its entirety. I also understand and agree that this job description is not designed to cover or contain a comprehensive listing of all duties, responsibilities, competencies, physical demands, or working conditions that are required of the employee for this job. Duties, responsibilities, competencies, physical demands, or working conditions may change at the discretion of Lake State Railway Company at any time with or without notice. I also understand and agree that Lake State Railway Company retains the right to eliminate the position or reassign me to another position and that my employment is at will and that Lake State Railway Company may terminate the employment relationship at any time, with or without cause or notice.

Employee Printed Name

Employee Signature

Date