



HR Coordinator – Compliance & Workers Compensation

Department: Human Resources
Reports to: Director of Human Resources
FLSA Status: Nonexempt
Status: Regular Full-time

Position Overview: The HR Coordinator is responsible for coordinating the day-to-day HR functions of Workers Compensation and Compliance.

Primary Duties & Responsibilities include but are not limited to the following:

Workers' Compensation

- Manages, and reports claims as necessary, working with injured employee and supervisor(s) to ensure claims are progressing accordingly. Management of claims consists of initial investigation of claims, followed by constant and resolution-based communication with injured employee, supervisor and claims adjuster.
- Works with claims adjusters, clinics and broker to expedite claims. Participates actively in quarterly stewardship call with brokers & adjusters.
- Works with facilities staff as needed to outsource accident investigations.
- Manages and maintains OSHA 300 logs and completes required reporting to ensure the organization remains in compliance with OSHA regulations.
- Serves as Chair of Health & Safety Committee, working closely with property management staff to implement safety initiatives. Also works to recommend safety initiatives and programs.
- Works with all supervisors and staff to ensure that the workers compensation process is universally understood and followed across the organization. This includes providing training to groups as needed.
- Maintains Injury and Illness Prevention Plan (IIPP) and recommends revisions as needed.
- Recommends enhancements to workers compensation process.

Compliance & Department Administration

- Ensures compliance with all State and Federal laws, this includes ensuring that I9's, EEO, DOT, personnel files and other HR compliance paperwork are up to date. This involves conducting HR program audits and implementing corrective actions to ensure continued compliance of records.
- Serves as DER and ensures compliance with Department of Transportation Regulations, specifically in regards to random drug and alcohol testing for employee bus drivers.
- Supports Director & other HR staff with various projects which many include research projects, assisting with talent acquisition, data entry and reporting within HRIS.
- Cross trains with other HR staff to ensure consistent service to cover for vacation and other absences or vacancies.
- Creates and manages ECN's as necessary.
- Participates in on-boarding efforts to orient new staff to the organization.
- Conducts exit interviews as needed.
- Prepares general business correspondence in addition to the focus areas above.
- Assists with ensuring employee portal is up-to-date.
- Tracks and reconciles department expenses and credit cards.
- Coordinates monthly office supply order for HR department.

- Ensures tracking of all training and development through PM HRIS system.
- Coordinates logistics of all department lead events and meetings, including scheduling venue, sending invitations and pre-information, preparing materials, and room set up.
- Maintains knowledge federal & state regulations affecting HR & employment, including court decisions that impact the interpretation of existing law or regulation.
- Performs other duties as assigned.

Qualifications: Skills, Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor’s degree in Human Resources, Business, Psychology or related field or equivalent experience working in the field of HR.
- Experience and understanding of human resources practices and principles with extensive knowledge of State and Federal employment laws.
- Experience and understanding of coaching methods preferred.
- Experience and/or knowledge of affordable housing industry a plus.

Abilities and Attributes:

- Excellent written, oral communication and presentation skills with ability to speak clearly & persuasively in positive or negative situations. Must also be able to edit work for spelling and grammar. A writing sample will be required.
- Excellent interpersonal skills with the ability to work well with various levels of staff and management throughout the organization.
- Strong computer skills in MS Office (Excel, Word and Outlook), experience with ADP Workforce Now and SuccessFactors a plus, with the ability to review and analyze data and reports skillfully from various HRIS systems.
- Ability to adapt to changes in the work environment and manage competing demands. Must also be able to deal with frequent change, delays or unexpected events.
- High attention to detail and strong organizational skills with the ability to perform multiple functions simultaneously in a timely manner.
- Ability to remain open to the ideas of others and exhibit willingness to try new things.
- Ability to be discreet in all personnel matters and maintain confidentiality.
- Ability to demonstrate accuracy and thoroughness and monitors own work to ensure quality.
- Ability to provide practical solutions to routine and complex employment matters.
- Ability to identify and resolve problems/conflicts in a timely manner. De-escalation skills a plus.
- Ability to work collaboratively with different levels of management and outside consultants.
- Ability to read, analyze, and interpret CA Labor Code, general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to work well with individuals from diverse socio-economic and ethnic backgrounds.
- This position requires initiative and follow-through on all tasks.

Certifications or Licenses:

- CA Driver License with proof insurance required (DMV check will be conducted).

Supervisory Responsibilities:

None

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, and proportions to practical situations.

Physical Demands:

- Simple grasping and fine manipulation, sitting at a desk, and using a computer and telephone for extended periods of time.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 25 pounds.

Work Environment:

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Considerable stress may occur with occasional long hours. Moderate driving throughout portfolio is required, mostly throughout Alameda and Contra Costa counties.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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