

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: PERSONNEL COORDINATOR

Exempt: No	Job Type: 3368P
Pay Grade: P330	Department: Office of the Sheriff
Approved/Reviewed By: Sheriff Darren Weekly	Date: 01-10-23

General Duties: Perform a variety of complex professional personnel functions requiring the knowledge, skills and abilities associated with appropriate application of human resources policies and procedures. Administer staffing activities of the Sheriff's Office.

Supervision Exercised: Has supervisory responsibility over one employee; the Sheriff's Administration receptionist.

Supervision Received: Works under the general supervision of the Lieutenant of Professional Standards and interacts frequently with the Captain of Professional Standards, Sheriff, Undersheriff, Chief Deputies, and the Budget Manager. Initiative and independent decision-making is required.

Examples of Duties and Responsibilities:

- Develop and maintain Sheriff's Office position and salary tracking database and ensure compliance with budgetary and funding source limitations.
 - Contribute to the development of the Sheriff's Office annual budget by producing the detailed payroll budget.
 - Oversee the employee evaluation process to ensure timeliness of submissions and appropriateness of proposed salary increase within County and Sheriff's Office pay plan.
 - Research potential salary inequities for command staff; monitor salaries below minimum beginning of each year; complete all paperwork for determined changes.
 - Act as the primary liaison with the County Human Resources Department.
 - Ensure compliance with EEOC requirements and compile EEOC annual reports.
 - Act as a personnel resource to all levels of Sheriff's Office management and staff.
 - Counsel employees regarding human resources issues as appropriate.
 - Maintain employee personnel files (electronically and hard copy) in accordance with Sheriff's Office policies and government regulations and retain records in accordance with established records retention requirements.
 - Ensure all Sheriff's Office timesheets are submitted to payroll by required deadline. Works with County Payroll personnel to ensure payroll issues are addressed in a timely manner.
 - Prepare all FMLA paperwork for Sheriff's Office personnel; assist County Risk Manager is obtaining all Workers' Compensation paperwork.
 - Maintain the spreadsheet for all FMLA/Workers' Comp leaves and provide monthly report of individuals currently on leave to Command staff. Attend regular meetings with
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- County HR staff on FMLA/Leave status of Sheriff's Office personnel.
- Apprise Professional Standards Captain of all job openings.
 - Complete all necessary paperwork for new employees, including welcome letter, County required paperwork (e.g., Form I-9, W-4, EEO form) and Sheriff's Office required forms.
 - Coordinate new employee orientation for the Sheriff's Office and conduct orientation relative to Sheriff's Office policies and programs.
 - Assist employees and management regarding personnel issues, payroll issues, and policies.
 - Order/track/distribute badges and other miscellaneous items from badge supplier.
 - Perform other personnel-related duties as required including composing correspondence regarding personnel reports and procedures.
 - Perform other duties and tasks as assigned.

Education: High school graduate or GED.

Experience: Two years experience in a personnel function is required. Bachelor's Degree is preferred.

Special Requirements:

- Ability to pass qualifying exam and background investigation.
- Good general physical and mental condition.
- Ability to handle confidential materials and records.
- Exceptional organizational skills and ability work in a multi-task environment.
- Ability to work in extremely sensitive areas and maintain utmost trust.
- Excellent computer skills in Microsoft Office products, with emphasis on Excel.
- Ability to comprehend and exhibit a thorough knowledge of Sheriff's Office personnel issues.
- Possession of a valid Colorado Drivers License.

Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents and reports. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships. May be required to explain procedures, laws, complaints, and other information as required by verbal and written methods.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Basic Knowledge: Has a high level of understanding of basic to advanced office procedures and methods. Demonstrates ability to speak, read and write English clearly, effectively and correctly.

Reasoning Abilities: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Public Interaction: Explain relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Other Skills and Abilities: At departmental discretion, this position may require demonstration of computer, mathematical, and/or other specialized skills and knowledge through pre-employment assessments.

Work Environment: Work is generally performed in a typical office environment.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform all the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that a non-exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee will receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.
