

Human Resources Coordinator

We're looking for an administrative specialist to coordinate processes for recruiting, hiring, and day-to-day human resource tasks for the City of Austin's Design, Technology, and Innovation Fellows Program.

Overview

Our teams are working to improve a wide range of city services, including researching and redesigning our [permitting processes](#), prototyping ways to change behaviors around [recycling and composting](#), building the next generation of [ATXFloods](#), improving services for people experiencing homelessness, and creating city-wide standards for service design, web development, and user research.

In this role, the Human Resources Coordinator will be responsible for carrying out all tasks related to hiring and onboarding of fellows, writing and communication of personnel policies and training of program procedures. This person will play a key role in ensuring the foundation of the Fellows Program is sustainable for the future.

Salary

\$00,000-\$000,000, commensurate with experience

What you'll do:

- Assists with the development, implementation and communication of human resources policies and procedures
- Develops and maintains knowledge and skill in the use of the computerized tools, databases, and communications techniques used in human resources within the City of Austin municipal government
- Understand minimum qualifications of open fellows positions and actively screen inbound applicants for program suitability
- Schedules, coordinates and/or deliver training modules to new and existing fellows
- Provides advice and counsel to management and other employee groups related to compliance with and the communication, interpretation, and implementation of City Personnel Policies and other relevant employment laws and regulations
- Assists in the analysis of human resources problems by gathering and organizing data
- Assists in solving human resources problems, monitoring implementation of agreed upon actions until the problem has been resolved
- Assists in the analysis of morale indicators such as but not limited to surveys, turnover, and grievances, and presents recommendations for corrective action when needed

- Understand City personnel policies and coordinate with Corporate Human Resources department on any efforts to enact changes for temporary employees

What we're looking for

- Two years of professional in basic human resources and/or training principles
- Excellent verbal, written, presentation, and interpersonal communications skills
- Detail oriented person with the ability to maintain focus when faced with frequent interruptions and changes in priorities
- Ability to quickly become familiar with emerging technologies such as task management or applicant tracking tools
- Ability to establish and maintain good working relationships with other City employees and the public
- A passion for public service and a commitment to doing the hard work that's necessary to improve our city services
- Prior knowledge of city practice, policy and procedures a plus

Minimum qualifications

- Two years of professional in basic human resources and/or training principles

- Graduation from an accredited four-year college or university with major course work in a related field. An additional 4 years of experience can substitute this education requirement.
- Must be eligible to work in the United States and be able to provide a social security for city onboarding