

JOB INFORMATION

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| Job Code | EB59 |
| Job Description Title | Coord, Employee Engagement |
| Pay Grade | HR08 |
| Range Minimum | \$49,490 |
| 33rd % | \$59,390 |
| Range Midpoint | \$64,330 |
| 67th % | \$69,280 |
| Range Maximum | \$79,180 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/5/2020 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Human Resources |
| Job Function: | HR Business Partners |

JOB SUMMARY

Reporting to the Employee Engagement Manager, assists in the planning and implementation of a variety of engagement programs and events for a large and diverse division or unit. Organizes and coordinates programs and events designed to create a positive and enriching work environment and increase employee engagement, welfare, and awareness for 400 or more employees with a wide variety of roles at all levels.

RESPONSIBILITIES

- Coordinates, facilitates, and assists Employee Engagement Manager in the planning and development of employee activities, initiatives, events, perks, awards/contest, and celebrations designed to promote and sustain a positive and enriching work environment while improving morale and employee commitment.
- Promotes programmatic continuous improvement by assessing programs and events routinely. Makes recommendations regarding future changes. Identifies, collects, and assists in the analysis of data supporting performance management activities and HR metrics reporting.
- Assists with the implementation and maintenance of a division-wide employee recognition program to include coordinating communications, attending selection committee meetings, and facilitating award delivery. Supports department-specific contests and awards as needed.
- Supports HR processes and programs, including annual benefits open enrollment and wellness initiatives, to educate employees on offerings and drive participation. Solicits input from employees on engagement drivers, partners with external vendors, and assists with budget monitoring.
- Assists supervisor in the development, implementation, coordination, facilitation and analysis of a divisional climate and engagement survey.
- May research, design, and compose content for dissemination through a variety of mediums such as internal or external publications, brochures, posters, newsletters, websites, presentations, and development/fundraising materials.
- May provide high level administrative support including, but not limited to, typing; filing; proofreading; scheduling meetings; taking minutes; making travel arrangements; processing expense vouchers; and preparing reports, documents, and presentations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|---|-----|---------------------|---|--|
| Bachelor's Degree | In Human Resources Management, Business Administration, Public Relations, or related field. | and | 3 years of | Experience in Human Resource administration to include event planning, project coordination, or relationship management in a professional services environment. | |

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| Substitutions Allowed for Education | Yes |
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Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|--|
| Excellent communication and interpersonal skills | |
| Leadership skills including the ability to lead and provide direction. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:
 Ability to see information in print and/or electronically.