

*Code: 1556*

*Title: HUMAN RESOURCES SPECIAL PROJECT COORDINATOR*

**SUMMARY:** Coordinates research, analysis, planning, development and implementation of special projects for the centralized Human Resources Department, and performs related work as required. This classification is unique to the centralized Human Resources Department.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Designs, coordinates and administers studies, research, and special projects which address management concerns of the Human Resources Department;

Coordinates with department management to determine priority of special projects assigned, monitoring levels of resources, establishing time lines, monitoring progress, recommending changes and suggestions, writing, reviewing and editing reports for assigned special projects;

Researches and conducts surveys to compile data and create plans for special projects;

Researches and prepares written reports on human resources activities and submits to management for action, consideration or direction;

Analyzes data and makes recommendations to management to develop or revise policies and determine strategies for the development and delivery of services relating to assigned special projects;

Coordinates and participates in the requisition process, selection and installation of HR-related automated information systems;

Participates in the process of investigations, inquiries, assessments, evaluations and audits of other department's compliance with relevant rules, regulations, policies, procedures and provides management recommendations to address issues or discrepancies identified;

Represents Human Resources management as directed, in various forums;

Coordinates the development of informational materials to promote accurate understanding of human resources activities, services, and requirements provided by the assigned functional area;

Maintains currency on relevant county, local, state and federal laws, rules, regulations, policies and procedures that affect the Human Resources Department;

Monitors and reports on various operational aspects of human resources management at the request of the Human Resources Director;

Reviews and analyzes procedures and practices to determine efficiency and effectiveness of operations;

Establishes and maintains liaison relationships with other County departments and with various outside agencies, groups, and concerns;

Performs confidential investigations on behalf of the Human Resources Director;

Ensures work unit policies, procedures, and activities comply with applicable federal/state statutes, regulations, and County policy;

Utilizes an automated information system to monitor, track, and present data;

May lead or supervise other administrative professionals, paraprofessionals and clerical staff for short periods of time conducting project activities, or other periods of time as required by the Human Resources Director.

**Some positions may serve as the HIPPA Privacy Compliance Officer and perform these duties:**

Develops the County's HIPAA privacy compliance program goals, objectives, policies and procedures and establishes short- and long-range program performance plans subject to management review;

Monitors HIPAA privacy compliance program-specific legislation and ensures program compliance with applicable regulations;

Coordinates the development of training and informational materials to promote understanding of HIPAA privacy compliance;  
Coordinates the HIPAA privacy compliance committee meetings to resolve problems, address issues, discuss program goals and objectives and disseminate information.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, and techniques of delivery of human resources services in a governmental setting;
- techniques of information gathering, processing, analysis and presentation;
- federal, state and local legislation affecting Human Resources and HIPAA privacy compliance ;
- application of computer-based resources to facilitate and document functional area activities;
- research/analysis methodology and techniques and report preparation;
- laws, regulations, statutes, policies, and procedures applicable to human resources management and HIPAA privacy compliance.

Skill in:

- analyzing and evaluating compiled data and reports;
- interpreting and applying laws, rules, regulations, procedures and policies;
- conducting and documenting inquiries, investigations, audits and reviews;
- analyzing personnel situations, activities and problems through various research methodologies and developing recommendations for management attention;
- representing a department or division;
- reviewing and analyzing departmental policies and procedures;
- prioritizing and coordinating multiple tasks and activities;
- communicating effectively, both orally and in writing, and preparing reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in human resources/personnel, business, public administration, management or a closely related field as defined by the Appointing Authority at the time of recruitment and three years of exempt, professional level human resources/personnel experience. [A Master's degree in one of the cited disciplines may be substituted for one year of the required professional experience.]

(Additional relevant professional experience may be substituted for up to half of the aforementioned education.)

OR:

(2) Three years of experience with Pima County in an exempt, professional Human Resources classification or combination of experience in two or more exempt, professional Human Resources classifications.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

5/30/12

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