

Job Title: Human Resources Coordinator

Job Status: Full-Time

Department: Human Resources

Job Grade: 206

Reports To: Human Resources Manager

Work Setting: On-Site

Pay Status: Non-Exempt

Date Created/Updated: 4/15/2026

Location: Customer Solutions Center

Position Summary

The Human Resources Coordinator provides administrative support to both internal and external customers. This role involves assisting employees with overseeing employment processes from the initial stages of hiring through to the seamless separation of employment, ensuring accurate data entry to maintain HR records and documentation, and assisting with benefit administration. This position plays a pivotal role in maintaining efficient HR operations and providing essential support to our employees throughout their employment journey.

Essential Duties & Responsibilities

Comprehensive Employment Processes:

- Administers applicant testing and pre-employment processing.
- Ensures effective onboarding of employees by scheduling interviews, facilitating onboarding for new hires, entering new hires in the HRIS system, completing all new hire paperwork, and executing seamless termination procedures when needed (i.e., retirements, resignations, and terminations).
- Accurately inputs relevant data for new hire into all HR systems and spreadsheets.
- Conducts exit interviews and ensures terminations are entered into all HR systems.
- Schedules all interviews for job candidates.
- Collaborates with the Talent Acquisition Partner on posting jobs on various workforce sites, attending job fairs, updating job descriptions, and assisting with the hiring process.
- Coordinates employee immunization programs, including scheduling, tracking completion, and maintaining confidential medical records in accordance with applicable privacy requirements.
- Administers the organization's random drug and alcohol testing program, including managing the random selection pool, coordinating quarterly draws, and notifying employees and supervisors in accordance with program timelines.
- Conducts annual MVR checks for all employees in safety-sensitive or driving-required positions, ensuring timely completion and appropriate review by HR.

Compliance and Documentation:

- Maintains HR records, managing document workflows, and ensuring the timely completion of essential HR paperwork.
- Uphold the highest standards of compliance and accuracy by maintaining HR documentation, records, and reports. Ensure that all processes and paperwork adhere to regulatory guidelines and internal policies.
- Maintains required federal and state workplace postings and ensures compliance with applicable notice obligations

Employee Relations and General HR Support:

- Readily available to address employee inquiries and concerns related to HR matters. Provide clear and helpful information to ensure employees feel supported and informed throughout their employment with the organization.

- Coordinate and execute employee recognition programs, including but not limited to annual awards, quarterly awards, service awards, and retirement parties/luncheons, to celebrate and honor employees' achievements and milestones.

Projects & Initiative:

- Collaborate with the HR team on various projects and initiatives aimed at enhancing the employee experience, streamlining HR practices, and contributing to the organization's overall success.

Benefit Support Duties:

- Provide supports to the Benefits & Leave Administrator by offering guidance on benefit enrollment, changes, and queries, ensuring our employees have access to valuable benefits information and resources.
- Assists the Benefits and Leave Administrator with planning and coordinating the annual employee health fair, including vendor coordination, scheduling, communications, and day-of logistics support
- Assists with processing monthly bills for various HR vendors.

General Responsibilities:

- Maintains regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines.
- Adheres to NBU safety guidelines and practices at all times and in all situations.
- Maintains a clean and safe work area, office, field site and vehicle as applicable.
- Develops & maintains effective customer service skills for communications with co-workers, customers and the public in general.
- Maintains strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents.
- Adheres to NBU policies and procedures.
- Exemplifies NBU Core Values.
- Participates in and supports initiatives to reach annual NBU Performance Measures.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Associates

Other: In lieu of a degree, two (2) years of relevant

Work Experience Time Frame: One Year or More

experience may be considered.

Field of Study: Human Resources

Certification and Licensures Requirements

Valid Class C Texas Driver's License

Other Minimum Qualifications

- One plus year of experience in Human Resources setting is required in order to possess knowledge related to Human Resources
- Exceptional attention to detail and organizational skills.
- Excellent communication and interpersonal skills.
- Proficiency in an HRIS software (preferably ADP) and Microsoft Office Suite (Excel, Word, PowerPoint).

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
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ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Phone, computer, copier, calculator, scanner.

HRIS software knowledge, such as ADP, is preferred

Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

Physical Demands

Standing: Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Occasionally

- To Other Departments/Office/Office Equipment
- Around Worksite

Lifting: Rarely

- Supplies
- Equipment
- Files

Carrying: Rarely

- Supplies
- Equipment
- Files

Sitting: Constantly

- Desk Work
- Meetings

Driving

Reaching: Occasionally

- For Supplies
- For Files

Handling: Frequently

- Paperwork
- Monies

Kneeling: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Rarely

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading

- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Rarely

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Never

- On Ladder
- On Equipment
- On Step Stool

Bending: Rarely

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Never

Other: [Click or tap here to enter text.](#)

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Crawling: Never

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Constantly

- Communication Via Telephone/Radio/To Co-Workers/Public
- Listening to Equipment

Twisting: Occasionally

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Constantly

- Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date