



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures

Human Resources Coordinator

The Human Resources Coordinator will provide specialized and professional human resources responsibilities for various core human resources activities. The Human Resources Coordinator performs these functions for the LCTCS System Office employees and for the Louisiana Economic Development/FastStart employees for whom LCTCS handles human resources and payroll functions. Work is performed independently under the direction of the Chief Human Resources and Development Officer.

Duties and Responsibilities include but are not limited to:

- Perform computerized employee administration functions required to process the full range of personnel and payroll related actions.
- Provide services to employees by answering basic Human Resources questions, resolving problems related to Human Resource activities.
- Stay abreast of employee/employer retirement systems contribution rates, paying close attention to plan codes used to avoid employees being placed in an incorrect retirement system.
- Consult with the retirement systems and the LCTCS Payroll office if retroactive retirement plan corrections/changes are necessary.
- Ensure employee data remain up-to-date in the appropriate retirement system and agency HRIS (Banner).
- Assist with examining the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), Optional Retirement Plan (ORP), the Office of Group Benefits (OGB) and other on-line systems to determine eligibility, enrollment and employee benefits.
- Assist with retirement membership enrollment forms for accuracy and completeness and submit timely to the appropriate retirement system.
- Assist with processing enrollment forms, changes and other requests as needed.
- Assist with development of and presentation of educational seminars for employees regarding benefits and other related topics.
- Assist with reconciling monthly invoices and monitoring reports and coordinate with agency Payroll and Finance divisions for payments, corrections, changes, etc.
- Assist with the employee benefits systemwide, including but not limited to eligibility files, qualifying life events, and terminations of coverage.
- Assist with processing all applications for DROP enrollment, regular, disability or early retirement.

- Assist with the maintenance of the LCTCS employee benefits guide.
- Assist with the maintenance of the LCTCS HR web page.
- Perform other related duties as assigned.

Minimum Qualification Requirements:

Minimum Education and Experience Requirements: A baccalaureate degree in human resources management, business administration or a closely related field plus three years of human resources experience.

Note: *Human resources experience is that experience gained in an office whose sole responsibility is the administration of a comprehensive personnel program including many if not all of the following programs: recruitment, selection and placement, benefits, training, equal employment opportunity, disciplinary and grievance proceedings, classification and wage, payroll, and employee relations OR experience gained in an office whose sole responsibility is the administration of one aspect of a comprehensive personnel program, such as training, payroll, or equal employment opportunity.*

PREFERRED ADDITIONAL REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Job related experience in a Higher Education Human Resources department.
- Be a team player and demonstrate the ability to prioritize and manage multiple tasks.
- Exceptional customer service skills, attention to detail and problem resolution experience.
- Advanced working knowledge and proficiency with a variety of computer word processing, spreadsheet, and database software applications; preferably Microsoft Office Suite.
- Knowledge of State of Louisiana benefits programs and experience in Banner HR is preferred.
- Ability to work in a fast-paced environment, manage competing demands and deal with frequent change, delays, and unexpected events.
- High level of interpersonal skills to handle sensitive and confidential situations. (Requires demonstrated poise, tact and diplomacy).
- Strong written and oral communication skills.
- Strong organizational skills.

Compensation:

Compensation will be commensurate with education and work experience.

Additional Requirements:

A valid Louisiana Driver's License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) A cover letter
- 2) A resume (to include date(s) of employment and date(s) educational degrees obtained).
- 3) The names and contact information of three work-related references.

Application materials should be sent to:

**Gena Doucet, Chief Human Resources & Development Officer
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806**

or via email to genadoucet@lctcs.edu

Applications will be accepted until position is filled.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.