

HUMAN RESOURCES TECHNICIAN

\$28.9521 - \$36.9510 Hourly
\$57,209.35 - \$73,015.23 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist in the administration of the City's personnel functions; to respond to requests and inquiries from City employees and the public regarding salary and benefit administration; and to perform a variety of duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Manager.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- Assist in the administration of the City's personnel functions including recruitment and selection, benefit programs and employee development.
- Participate in the recruitment and selection of job applicants; prepare and coordinate advertising material; maintain recruitment files; notify applicants of selection procedures.
- Prepare and advertise job announcements in professional publications, newspapers, job circulars and other listings; distribute job announcements; communicate job openings to all departments.
- Respond to requests for information regarding job openings, policies and procedures, benefits and other relative information.
- Provide information and general assistance to City staff and the public regarding personnel policies and procedures; answer questions and provide information regarding personnel actions, employee records, benefits and other related matters.
- Prepare various forms of correspondence including letters, reports, bulletins, EEO data, announcements and memoranda.
- Provide salary or negotiation information to other agencies as requested.
- Set-up and maintain confidential personnel records for City employees including documentation of appointments, transfers, salary, vacation and sick leave; maintain a variety of files, including current classification specifications.
- Manage the Human Resources Information Systems (HRIS) data input and update information as needed.

- Data entry of accounts payables and receivables.
- Provide clerical assistance to the Human Resources Manager, such as editing, proof reading and format and design document drafts.
- Administer employee benefit programs including group life, health and disability insurance programs; counseling employees regarding benefit programs.
- Assists Risk/Benefit Manager with the administration and handling of workers' compensation and disability claims processing and premium compilation and payments.
- Maintain all employee files with the utmost confidentiality to ensure the integrity of the Personnel Department.
- Conduct New Hire Orientations for general part-time and full-time employees, as well as sworn officers; relay information pertaining to each group as required.
- Provide assistance to staff (sworn and non-sworn) regarding Teamsters Local 315 and the Peace Officers Research Association of California (PORAC) MOUs.
- Understand and relay information related specifically to general/confidential employees, mid-manager, and senior management as needed.

Marginal Functions:

- Conduct New Employee Orientation.
- Review pertinent Human Resource literature and/or take classes that are job relevant for the Technician's increase of personnel knowledge of principles and practices of Human Resource laws and rules.
- Strive for a mutual understanding of the duties and issues within the field of Human Resources.
- Understanding of personnel record retention and filing.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of Human Resources administration including recruitment and compensation.
- Business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment, including computers, pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Understand the operations, services and activities of a comprehensive human resources program.

- Perform a variety of administrative support services.
- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Maintain detailed and complete records and files.
- Identify and respond to employee inquiries, complaints, concerns and needs.
- Understand and follow oral and written instructions
- Maintain confidentiality of work
- Operate a variety of modern office equipment including computer equipment. Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations.
- Communicating with others, reading and writing.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of increasingly responsible clerical Human Resources experience.
- Equivalent to the completion of the twelfth grade supplemented by specialized training in office administration, human resources or a related field.

WORKING CONDITIONS

Environmental Conditions:

Positions in this class may be exposed to some level of computer operator eye fatigue associated with the use of video display screen.

Physical Conditions:

Essential functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; performing data entry functions.

FLSA Designation:

Non-exempt. You are covered under the Federal Labor Standards Act. You will accrue overtime pay for hours over 40 in one week and time and one half for work on a declared holiday as is consistent with the Memorandum of Understanding (MOU).

The City may set a MOU regarding pay and compensatory time. At this date, pay is given. No overtime should occur unless your supervisors request it or you request permission to work overtime in circumstances where your duties cannot be performed within your standard hours. Under the FLSA, make up time is permissible with prior approval.

Reporting hours:

It is expected that you report between the hours of 8:00 a.m.-8:30 a.m. daily, Monday – Friday.

Absence Communication:

Unscheduled absences interfere with the operations of the personnel office. Therefore it is expected that any absences that are not scheduled or pre-approved be minimal. All absences scheduled or unscheduled should be communicated before your shift. Messages should be left with the City Reception and on your supervisor’s voicemail. You should also make an attempt to communicate with your supervisor directly by telephone.

Pre-Scheduled Absences:

It is preferred that scheduled time off is communicated timely for approval. At least one week notice or more in advance when foreseeable due to coverage issues that affect other offices in City Hall. Vacation time should be prescheduled and not less than two weeks in advance after the first six months of hire.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor’s signature

Date

Updated: February 2008
Unit: Teamsters Full-Time
FLSA: Non-Exempt