



HUMAN RESOURCES TECHNICIAN I/II

DEFINITION

To perform a wide variety of administrative and technical duties in support of Human Resources, including employee benefits administration, recruitment and selection, workers' compensation, centralized training and assists with compensation and classification administration.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Human Resources Manager or designee. The Human Resources Technician I is an entry level position and will perform the most basic and routine tasks to assist the department. The Human Resources Technician II is a journey level position and will perform responsible and complex technical assignments in support of the department. May provide functional supervision to the clerical staff. This is a confidential position due to access to labor relations material and information.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Conducts new employee orientation and provides information on health, insurance and retirement benefits. Performs calculations related to COBRA payments, eligibility periods, benefits coverage, payments and audits. Monitors and reconciles reports for payment of various employee benefits. Oversees the processing of paperwork to notify the payroll unit of changes in employment status including new hires, separations, salary increases, special enrollments, bargaining unit and other changes. Coordinates the annual open enrollment for health insurance and Section 125 programs. Oversees worker's compensation program to include notification to department supervisors and payroll; and maintains the OSHA log. Develops recruitment and selection materials, including job announcements, advertisements, mailing lists, applicant correspondence and eligibility lists. Screens applications for minimum qualifications and accepts or rejects for further processing. Organizes and schedules examination times, sites, and interview panels. Administers written and performance examinations and chair interview panels. Coordinates the scheduling of pre-employment physicals, drug testing, background checks and hire dates. Conducts employment exit interviews and advises appropriate staff of the results. Provides basic human resources information to employees. Prepares and maintains a variety of complex reports and files including federal and state reporting, position control, salary schedule, employee evaluations, personnel files, and related matters.

Oversees records management for the department. Coordinates centralized training programs. Maintains confidentiality at all times with regards to employee, applicant and labor relations information. Maintains regular and consistent attendance.

OTHER JOB FUNCTIONS

Performs a variety of responsible administrative work, including customer service, telephone reception, filing, photocopying, proofreading and uses a personal computer. Orders office supplies as needed. Codes departmental invoices. Researches and collects data from other agencies for salary and benefit comparisons. May assist in the design and development of oral, written and practical examinations. May assist with preparation of departmental budget. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic functions of human resource management and public personnel administration. Basic recruitment, examination and selection standards. Terminology, methods, techniques, and practices of personnel administration. Effective methods of office and records management. Word-processing and spreadsheet applications. Basic mathematics.

Skill to:

Understand, interpret and apply City, State and Federal rules, laws, regulations, and policies pertaining to public personnel management. Interpret rules and regulations. Organize and plan assigned work. Establish cooperative working relationships with City staff, the public, and other agencies. Communicate effectively both orally and in writing. Follow oral and written instructions. Work independently and use good judgment. Operate a variety of office equipment.

Minimum Education and Experience

Education:

High School diploma or equivalent. College level coursework in a related field or specialized Human Resources training is desirable for the Human Resources Technician I and required for the Human Resources Technician II.

Experience:

Two years of increasingly responsible clerical experience in the area of Human Resources administration or closely related field is desirable for the Human Resources Technician I and required for the Human Resources Technician II.

License:

Required upon hire, possession of a valid California Driver's License.

Council Action : January 8, 2008