

HUMAN RESOURCES TECHNICIAN (Confidential)

DEFINITION:

Under general supervision of the Human Resources Manager, provides paraprofessional and technical office administrative support for human resources activities and functions in a centralized human resources setting; performs a broad range of activities and support functions in recruitment, benefits administration, workers compensation, salary administration, record keeping and other assigned areas of responsibility; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a confidential paraprofessional technical support classification, providing support in clearly defined personnel areas as well as performing complex and responsible office administrative support work. A critical element of this classification is it's function within a highly confidential environment. While performing duties and responsibilities of the classification incumbents must abide by applicable laws, rules and regulations, established guidelines, and lines of authority dictating the proper handling of confidential information and documents.

This class is, distinguished from Human Resources Assistant in that this classification functions in a lead capacity and will direct some of the activities of the lower level classification and has a greater knowledge of the human resources field.

EXAMPLES OF DUTIES: The duties listed below are illustrative only. They are not meant to be a full and exhaustive list of all of the duties and responsibilities of the classification.

Calculates various payments due to employees under memoranda of understanding and other agreements and policies.

Monitors and processes forms related to various personnel activities, including salary increases, performance evaluations and worker's compensation claims.

Maintains employee personnel, medical and other departmental files; maintains strict confidentiality of file contents.

Plans and participates in recruitment and selection procedures; prepares job announcements and advertising materials and places ads; assists in determining selection processes.

Screens applications to determine that qualifications are met; schedules examinations and administers written, physical performance and oral processes; notifies candidates at all steps of the selection procedure; computes scores and prepares eligibility lists.

Prepares necessary paperwork for new hires; orients new employees and assists them in completing necessary forms.

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Acts as liaison between employees and benefit carriers to solve problems and answer questions; refers employees to the proper source for information.

Provides salary, benefit, policy, procedure, MOU and related information to employees and other organizations.

Gathers compensation information and prepares reports.

Prepares confidential correspondence and maintains a variety of confidential files; prepares periodic and special reports regarding personnel activities.

Performs a variety of responsible administrative support work such as composing correspondence, maintaining files and data bases, processing employee transactions, reconciling benefit statements and preparing invoices for payment.

QUALIFICATIONS:

Knowledge of principles and practices of public human resources administration; principles and practices, rules and regulations and laws governing recruitment and selection, compensation and benefits administration and workers compensation; principles and practices of a municipal government; standard office practices and procedures, including filing and the use of office equipment including a personal or on-line computer; correct English usage, including spelling, grammar and punctuation; business mathematics; City rules and regulations and Memoranda of Understanding applicable to wages and benefits; record keeping, report preparation and filing methods; effective methods of communication both verbal and written.

Skill in operating personal and on-line computer systems; utilizing a variety of software applications including word processing and spread sheet applications; applying valid job related criteria in recruitment and examination processes.

Ability to function independently within established guidelines; represent the interests of the City at meetings with other jurisdictions; maintain proficiency in designated areas of human resources through attendance at related annual and topical seminars as well as newsletters and professional journals; apply applicable rules, regulations, laws, Memoranda of Understanding provisions as may be required; make recommendations regarding human resources activities, procedures, policies and processes; establish and maintain effective working relations with those contacted in the course of the work; resolve discrepancies and make adjustments to wages and benefits as may be required; perform the physical requirements of the job; perform related duties as required.

Physical Requirements:

Must be able to sit for long periods of time; see sufficiently to read information on standard City employment applications, benefit and personnel documents, and read small print contained in a variety of City contracts and other documents; open and operate filing cabinets; create, insert and

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extract files as required; stand for long periods of time as required to proctor City examination processes; operate a variety of office equipment including personal and on-line computers, electronic typewriter, facsimile and copy machines, multi-line telephone; speak in order to communicate information to staff and others both in person and via telephone.

Special Requirement:

Must possess a valid California Class "C" Drivers License with a good driving record according to State Motor Vehicle Department guidelines.

Education and Experience: Any Combination of education and experience that would likely produce the required knowledge, skills and abilities is qualifying. A typical way of qualifying is:

Equivalent to an AA degree in personnel administration and four years of increasingly responsible office administrative experience two years of which is in support of a comprehensive human resources operation.