



Department:	Admin. Svcs./Human Resources
Bargaining Unit:	Confidential
Salary Range:	C38
Last Revision:	August 2014

HUMAN RESOURCES TECHNICIAN II

DEFINITION

Under general supervision, to perform a variety of technical and general administrative duties in support of the Human Resources Division including in the areas of benefit administration, classification and pay, recruitment and examinations, training and employee record keeping; to provide information on the functions, programs, and policies of the Human Resources Division, a division of the Administrative Services Department; and to provide staff assistance to the Director of Administrative Services/ Assistant City Manager.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Prepare and process personnel and payroll records including personnel actions, new hires, terminations, salary changes, employee injury reports, and benefit related transactions.

Coordinate and participate in the City's personnel recruitment and selection process including assisting in preparing job announcements, developing advertisements, fliers, and application materials, screening applications, and developing, scheduling, administering, and scoring examinations; establish eligibility lists.

Orientates and monitors oral interview boards to ensure compliance with personnel rules, regulations and procedures.

Schedule and conduct employee orientations for new hires including preparing and processing forms for new hires; assemble new employee files.

Coordinate benefits for employees including filling out forms, researching detailed information, and explaining benefit options.

Serve as a resource for employees and managers related to general Human Resources Division questions; assist employees in filling out and completing forms according to City policies; assist in answering questions regarding personnel policy.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain and update City forms, booklets, and materials needed by employees.

Prepare and process employee injury reports; assist in processing worker's compensation claims.

Maintain confidential records and respond to inquiries for the same.

Assist with the classification, compensation, and exam programs of the department.

Examines employee files to answer inquiries and provides information to authorized persons.

Coordinates and schedules training sessions and training workshops.

Perform a variety of office support assignments including preparing correspondence, typing and proofreading material, filing and processing information, compiling information and data for statistical and financial reports, coding department invoices for payment, and maintaining logs of paid invoices.

Operate a variety of office equipment including typewriter, calculator, duplicating machine, computer, and word processor as need.

OTHER JOB RELATED DUTIES

Serve as an office receptionist, providing assistance to the public over the telephone and in person.

Receive, sort, and distribute incoming and outgoing department correspondence.

Assist in the collection of labor relations information.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic principles and practices of personnel administration.

Techniques of payroll and benefit administration.

Techniques used in recruitment and selection.

Modern office practices, methods, and computer equipment.

Knowledge of:

Principles of business letter writing and basic report preparation.

Principles and procedures of records keeping.

Word processing methods, techniques, and programs including spreadsheet and database applications.

Principles and practices used in dealing with the public.

Basic mathematical principles.

English usage, spelling vocabulary, grammar and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Learn and correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Perform responsible and difficult technical and administrative work involving the use of independent judgment and personal initiative.

Independently perform recruitment and selection processes as established by City policies, rules, and procedures.

Understand the organization and operation of City and outside agencies as necessary to assume assigned responsibilities.

Respond to requests and inquiries for information regarding personnel policies and procedures.

Interact effectively and sensitively with individuals from diverse backgrounds.

Research, collect, compile, and analyze information and data and prepare a variety of fiscal, statistical, and administrative reports.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports and correspondence.

Ability to:

Meet and deal tactfully and effectively with the public.

Handle multiple concurrent projects and manage priorities and tasks.

Plan and organize work to meet schedules and deadlines.

Maintain confidentiality of employee information.

Analyze situations carefully and adopt effective courses of action.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years of technical and clerical experience which includes experience in public personnel work.

Training:

Equivalent to the completion of an Associate's degree from an accredited college with emphasis in human resources or public administration, or a closely related field.

License or Certificate:

Special Requirements

Essential duties require the following physical skills and work environment: