



Human Resources Technician

SALARY GRADE(S): 11, 13

PURPOSE OF POSITION: To perform a variety of clerical/administrative and technical/human resource functions within the Human Resources Department.

ESSENTIAL FUNCTIONS:

- Responsible for a variety of clerical/administrative and technical/human resource functions; will be cross-trained in a number of different HR functions and responsibilities to enhance career development.
- Provides quality customer service to city departments, city personnel and applicants in a variety of human resource topics.
- Assists in gathering and reporting data concerning various aspects of personnel/human resource management.
- Maintains HRIS database with payroll information, personnel actions, and applicant information.
- Reviews for adequacy and completeness health insurance claims, personnel and payroll forms, advertisements and other recruitment documents.
- Performs a wide variety of technical and routine tasks in the human resources office, technical procedures being well-defined and technical supervision immediately available.
- Provides consistent information to departments regarding personnel system rules and regulations and the established departmental policies and procedures; may provide orientation to new employees.
- Assists in the development of new or revised procedures to simplify and improve operations and services rendered.
- Receives and responds to a variety of telephone and personal inquiries and provides explanations on job openings, recruitment, payroll and other personnel issues.
- Assists clerical staff in the typing and filing of correspondence, reports, forms, surveys and other necessary materials.
- Required, as requested by supervisor, to attend personnel seminars, participate in courses, etc., deemed informational or educational relative to the work of the Human Resources Department.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of databases, report writing and Microsoft Office suite products is needed.
- Ability to conduct research, complete surveys and prepare reports of findings, and to maintain confidentiality of employee privacy information and data.
- Ability to function in a team environment by assisting in time-sensitive projects and accepting assignments by other team members as needed to produce a quality departmental product.
- Experience in interviewing and processing applicants, providing payroll and employee benefit informational data, and other related human resource functions is desired.

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- Ability to plan, layout, assign and supervise the work of clerical staff, if needed.
- Ability to complete HR functions and duties with a minimum amount of supervision.
- Ability to establish and maintain effective working relationships with other employees, City officials, job applicants and the general public is required.
- Ability to communicate effectively, orally and in writing.
- Knowledge of City Personnel Rules and Regulations and ability to direct employees to this information when requested.

PUBLIC CONTACT: Extensive contact with applicants as well as continuing contacts with employees, supervisors and City officials to obtain and provide information and data on human resource management matters.

ORGANIZATIONAL STATUS: Under the direction of and responsible to Department Head or designated representative.

SUPERVISION EXERCISED: Usually none; may be assigned to supervise clerical personnel in the course of specified assignments.

PHYSICAL REQUIREMENTS: This is primarily sedentary work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

MINIMUM QUALIFICATIONS:

Human Resources Technician I Job Code: 19.05 Salary Grade: 11 FLSA Status: Non-Exempt Union: Non-Represented	<ul style="list-style-type: none">• High School or GED• One (1) year experience in Personnel Administration or Human Resource administration related work or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.• A typing proficiency level of 40 words per minute is required.
Human Resources Technician II Job Code: 19.04 Salary Grade: 13 FLSA Status: Non-Exempt Union: Non-Represented	<ul style="list-style-type: none">• High School or GED and the completion of at least two (2) years of college, or equivalent in experience in human resource related activities.• A working knowledge of Human Resource administration, including knowledge of applicant processing, record keeping procedures and database knowledge.• A typing proficiency level of 40 words per minute is required.

TRAINING REQUIREMENTS: ICS 100 and IS 700