

CITY OF MADERA

HUMAN RESOURCES TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of technical and administrative activities in support the City's human resources program; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Human Resources Technician** is a para-professional class responsible for providing a full array of duties and responsibilities with a high degree of confidentiality relating to the City's recruitment and selection, training, risk management, benefits including Workers' Compensation functions. This class is distinguished from the Director of Human Resources which is a department head level position responsible for all department activities and the performance of professional level duties and works with a great deal of independence of action.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Human Resources. Incumbents may provide technical and function supervision over clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists in a variety of recruitment, selection, employee benefit, risk management, Workers' Compensation and training activities and assists other programs in related tasks; prepares job bulletins and recruitment information.
- Develops and makes logistical arrangements for oral, written and performance tests; administers and scores tests, notifies applicants of interview/test results; prepares lists, files and reports for Civil Service Commission approval; maintains statistical information relating to affirmative action and applicant tracking.
- Assists the Director of Human Resources in gathering and verifying data and maintaining the classification and compensation plans; completes salary survey questionnaires.
- Prepares and processes personnel action documents related to hiring new employees, salary adjustments, resignations, retirements, terminations and dismissals.
- Assists in liability claims administration, review, noticing, research, and monitors claims administration; requests and monitors certificates of insurance for various City contracts and contractors.

HUMAN RESOURCES TECHNICIAN

Page 2

- Responds to inquiries regarding the recruitment and selection process.
- Attends, participates in and prepares meeting agendas and related materials for the Civil Service Commission, post notices according to law and prepares minutes.
- Chairs Workers' Compensation committee meetings in reviewing claims for acceptance or rejection, oversees the processing of claims; oversees the medical management of claims and coordinates with physicians.
- Manages and maintains personnel records and files; completes forms requesting information on current and former employees; administers oaths or affirmations of office to new personnel.
- Serves as a resource for City staff and other organizations
- Explains City employment policies and procedures; conducts new employee orientations and out-processes procedures as necessary; prepares necessary documents.
- Participates in salary and benefit surveys.
- Attends and participates in professional meetings; stays current on issues related to human resources and risk management.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible support experience in personnel and risk management related work and a high school diploma or equivalent. An Associate of Arts degree may be substituted for up to two years of experience.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Basic principles and practices of human resources administration including recruitment and selection, benefit administration, risk management, Workers' Compensation; methods and techniques of statistics; basic principles of municipal organization; applicable federal, state, and local laws, codes and regulations; modern office equipment including a computer and applicable software; methods and techniques for basic report preparation and writing; methods and techniques for record keeping.

Ability to:

Coordinate a variety of projects and activities simultaneously working independent without direct supervision; deal with a variety of diverse personalities; effectively handle a variety of assignments simultaneously; compile and evaluate data, prepare detailed records; perform general accounting and mathematical calculations; communicate clearly and concisely both orally and in writing; courteously respond to organizational and applicant issues, concerns and needs; understand and follow instructions; maintain confidentiality of information; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.