HUMAN RESOURCES TECHNICIAN

AGENCY/DEPARTMENT:
Citywide Administration/Human Resources

Approved By HR Director: Linda Matthews
Date Approved: 8/8/06
Date of Last Revision: 07/16/2004

Reports to: Human Resources Director
Supervises: N/A

JOB SUMMARY: Under general supervision, conducts recruitments; processes personnel action requests; updates human resources information system (HRIS) records; assists in data gathering and report preparation; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by responsibility for technical human resources activities, such as recruitment processes, personnel actions, family leave requests, and other related activities. It is distinguished from Human Resources Analyst by the latter's responsibility for complex projects requiring independent analysis.

EXAMPLES OF ESSENTIAL FUNCTIONS:

RECRUITMENT AND SELECTION

1. Writes, advertises, posts and mails job bulletins; screens applications for minimum qualifications.
2. Schedules and coordinates testing processes and employment examinations including proctoring and reviewing exam results.
3. Obtains raters for interview panels, arranges applicant interviews, and notifies hiring departments of interview results; establishes and maintains eligibility lists.
4. Responds to inquiries regarding positions, application and testing procedures, and evaluation and compensation practices; prepares recruitment-related correspondence.
5. Coordinates and presents new employee orientations.
6. Processes new employee documentation and HRIS transactions, ensuring accuracy and completeness.
7. Prepares correspondence related to recruitment and selection procedures and interview results.
8. Maintains and updates database information related to positions and vacancies.
9. Updates City website, job line and weekly recruitment status report.

HRIS / PERSONNEL ACTIONS

10. Generates and processes Personnel Action Forms for new hires, promotions, probation, merit increases, additional pays, disciplinary actions, separations and other personnel actions; enters information into database.
11. Generates and processes Personnel Action Forms as required by MOUs and Employee Profiles including salary increases.
12. Monitors and processes employee leaves of absence in compliance with applicable federal and state laws including FMLA, CFRA and PDL.
13. Processes employee evaluations and identifies next review dates.
14. May maintain HRIS salary grade tables, job codes and position information as designated by Council budget changes, MOU/ Employee Profiles, and other directives.
15. Processes employee evaluations and identifies next review dates.

OTHER

16. Responds to and prepares salary surveys.
17. Assists in the research, data compilation, and preparation of reports and spreadsheets.
18. Participates in special projects and training as assigned.
19. Communicates with applicants, employees, Agency and Department Heads, and representatives from outside agencies regarding Human Resources matters.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: Equivalent to Associate's degree in public or business administration, human resources or a related field.

EXPERIENCE: Three years of administrative or technical support experience in human resources. An equivalent of a Bachelor's degree may be substituted for all but six months of the required experience.

KNOWLEDGE OF:

- Basic principles of human resources administration.
- Office administration practices.
- Employment and compensation procedures and records systems.
- Fair employment regulations and testing practices.
- Employee selection and interviewing techniques.
- Intermediate mathematics.
- Proper English grammar usage.
- Customer service principles and techniques.
- Office filing and record keeping techniques.

ABILITY TO:

- Utilize applicant-tracking system and other human resource information system applications.
- Comply with federal, state, and local regulations and laws.
- Understand and interpret standard policies and procedures and explain them to others.
- Compile and maintain complex records, files and personnel information with strict attention to detail.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Accurately and efficiently process data- entry transactions in a fast- paced environment.
- Operate a personal computer and utilize word processing, spreadsheet, and other applicable software applications.
- Research, request and verify personnel information from internal and external sources.
- Compile, tabulate, and analyze data.
- Organize, prioritize and complete work in accordance with established deadlines.
- Maintain a professional demeanor in a demanding work environment.
- Communicate effectively both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships.

LICENSES:

- Valid Class C CA drivers license.
- Acceptable driving record at the time of appointment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Bachelor's degree in Human Resources.

FLSA Exemption Status: Non-Exempt
Employee Unit: Confidential Employees
Job Family: Human Resources
Career Progression: Human Resources Technician
Human Resources Analyst
Senior Human Resources Analyst
Human Resources Director