

HUMAN RESOURCES TECHNICIAN I/II

DEFINITION

Under general supervision, to perform administrative and technical duties in support of the City's human resources functions, including payroll, employee relations, classification and compensation, insurance and benefit administration; to coordinate various human resources-related activities and services; to provide highly responsible staff assistance to the Human Resources Manager; and to perform related work as required.

CLASS CHARACTERISTICS

This is a paraprofessional classification that assists the professional staff and is responsible for the more routine human resources work and special projects. Incumbents receive general supervision from the Human Resources Manager.

Human Resources Tech I is the entry-level classification in the series. Although it is a training class, previous experience in payroll, benefits or personnel administration is required. Incumbents may advance to the Tech II class after gaining experience and demonstrating proficiency that meets the qualifications of the higher level class.

Human Resources Tech II is the full journey-level class in the series. Positions at this level perform more difficult and responsible technical functions. In addition, incumbents are expected to independently accomplish duties that involve exercising sound decision making and proper judgment.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares and assists in placing job announcements and advertisements; updates job line and website; screens applications for minimum qualifications
- Disperses information to applicants regarding positions, application process, and examinations; coordinates notification of candidates at all steps in the process
- Administers examinations and eligibility tests; scores and ranks applicants; coordinates oral board schedules, panelists, questions and evaluation results; coordinates scheduling of all pre-employment tests and exams; checks references
- Provides information to employees regarding wages, benefits, division procedures, and City policies; responds to inquiries from other agencies
- Conducts new employee orientations and processes all documentation for new employees
- Monitors completion of employee evaluations and sends reminders to managers and supervisors
- Researches and accurately prepares all personnel action forms and ensures they are signed, returned and entered into the computer

- Serves as primary contact for employees, dependents, retirees and benefit plan administrators with respect to division activities
- Processes all necessary paperwork associated with separations
- Monitors maintenance of various benefits plans including health, dental, vision, life, AD&D, LTD, deferred compensation and retirement
- Plans and coordinates periodic employee events, such as the benefits fair and service awards ceremonies
- Assists with a variety of activities and projects such as budget estimates, calculating salary levels, preparing cost analyses for negotiations and reviewing proposed contract language, conducting surveys, and collecting and analyzing a variety of data
- Processes all Worker's Compensation claims and monitors the status of each on a regular basis
- Monitors plan provisions and communicates with employees regarding various benefit plans and leaves including FMLA, SDI, etc.
- Maintains the confidentiality of all records and information within the division
- Maintains awareness of pertinent legislation, trends and issues in human resources; attends meetings and serves on committees as appropriate
- Performs general administrative work related to assigned duties including establishing and maintaining files, preparing reports and correspondence, copying and filing documents, and entering computer data, etc.

If assigned to Payroll:

- Ensures proper coding and accurate and up to date employee information is entered into the database; reviews and enters biweekly timesheets
- Processes deductions for benefits and related items; monitors and processes provisions of the various MOUs
- Integrates various payments from SDI, Worker's Comp, etc. into employees' pay and monitors leave levels
- Prepares and reconciles state and federal tax deposits, PERS reports, and other biweekly, monthly, quarterly and annual reports
- Ensures EFTs are completed in a timely and accurate manner
- Researches related general ledger issues and works closely with Finance to resolve

QUALIFICATIONS

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics

Knowledge of

- Basic principles and practices of public human resources administration including payroll administration

- Pertinent laws, rules and regulations governing areas of responsibility including but not limited to employee leaves and benefit plans
- Basic recruitment and selection techniques and procedures
- Procedures and methods of payroll preparation
- Research and report preparation techniques related to a wide variety of human resources programs and projects
- Business arithmetic, basic statistics and statistical methods, basic accounting
- English usage, spelling, grammar and punctuation
- Office practices and technology including personal computer hardware and software typically found in a modern office

Skill in

- Learning and understanding federal, state and local laws and regulations applicable to human resources administration and payroll processing
- Interpreting, applying and explaining benefit plan provisions
- Assisting in implementing various policies and procedures
- Understanding and carrying out both oral and written instructions
- Organizing work and setting priorities for a variety of projects and tasks in an effective, efficient and accurate manner while ensuring deadlines are met
- Processing payroll and preparing related reports, spreadsheets, and related documentation
- Understanding the provisions of the City's various MOUs and ensuring compliance with same
- Collecting data and conducting basic research and analysis
- Compiling and maintaining confidential and complex reports and files
- Responding appropriately and effectively to the needs of internal and external customers
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports; communicating clearly and effectively both orally and in writing

A typical way of gaining the knowledge and skills outlined above is:

Level I:

Equivalent to the completion of the 12th grade supplemented by related college level course work and three (3) years of increasingly responsible clerical and/or technical experience, preferably including payroll, benefits administration and/or personnel or human resources work

Level II:

Equivalent to the completion of the 12th grade supplemented by related college level course work and two (2) years of increasingly responsible technical personnel or human resources experience preferably in the public sector or one year as a Human Resources Technician I in the City of Rocklin.

Substitution:

An Associate of Arts degree with major coursework in human resources, public or business administration or a closely related field may be substituted for one year of the required experience.

NOTE: Recruitments at the I or II level may be conducted requiring specific payroll experience for certain positions.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.