



## **SENIOR HUMAN RESOURCES TECHNICIAN**

### **DEFINITION**

Under general direction, performs advanced, specialized, and complex technical duties in support of the City's human resources functions, including managing leaves of absence, coordinating workers' compensation claims, serving as the HRIS administrator, and supporting interactive and accommodation processes; performs recruitment and selection activities for assigned departments; acts as the lead on safety programs; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. May exercise technical direction over clerical staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level classification in the Human Resources Technician series. Incumbents perform a wide variety of complex and specialized duties with minimal supervision, requiring a thorough knowledge of policies, procedures, and regulations. Positions in this class serve as subject matter experts in key technical areas and exercise a high degree of independent judgment and initiative.

This class is distinguished from the Human Resources Technician by the complexity of assignments, the degree of independence exercised, and the scope of responsibility.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Performs the more complex paraprofessional, and administrative human resources support duties requiring the interpretation and application of procedural, program, and compliance knowledge.
- Oversees, processes, and tracks leave of absence cases, including FMLA, CFRA, PDL, SDI, and workers' compensation; determines eligibility and sends initial notices; requests additional information and prepares other leave-related correspondence; recommends approval or denial of leaves.
- Participates in workers' compensation claims processing and acts as a liaison between employees, departments, and third-party administrators.
- Coordinates and participates in interactive process meetings and prepares related documentation.
- Serves as the primary HRIS administrator; generates, maintains, and analyzes HR data and reports.
- Leads safety program efforts including attending safety meetings, maintaining accident and injury databases, preparing reports, and assisting in safety investigations.

- Performs full-cycle recruitment and selection processes for assigned departments, including job postings, screening applications, coordinating testing and interviews, and preparing selection documentation.
- Provides information to employees regarding wages, benefits, department procedures, and City policies; responds to inquiries from other agencies.
- Accurately prepares all personnel action forms, including new hires and separations, and ensures they are signed by the appropriate personnel, and submits to payroll for processing.
- Serves as a contact for employees, dependents, retirees, and benefit plan administrators with respect to department activities; maintains the employee benefit database; reviews entries for accuracy and correctness; inputs new hire information and retiree information into the database for reporting requirements and payroll processing.
- Monitors maintenance of various benefits plans, including health, dental, vision, life, accidental death and dismemberment, long-term disability, deferred compensation, and retirement.
- Plans and coordinates periodic employee events, such as the benefits fair and recognition activities.
- Assists with staff development activities; schedules training classes; prepares training materials; maintains training databases; orients trainers; facilitates training sessions.
- Assists in the development and implementation of HR policies and procedures.
- Ensures compliance with federal, state, and local laws and regulations.
- May provide supports benefits and leave administration, classification and compensation, and other HR projects as needed.
- Maintains the confidentiality of all records and information within the department.
- 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.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Advanced principles and practices of public human resources administration, including recruitment, selection, employee relations, classification and compensation, insurance and benefits administration, and leave management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures consistent with the assigned functional area, including the Consolidated Omnibus Budget Reconciliation Act, FMLA, the Health Insurance Portability and Accountability Act, the Americans with Disabilities Act, and other human resources-related laws.
- Basic knowledge of safety practices, OSHA requirements, and injury reporting
- Administrative techniques, principles, and methods including technical research, data collection, and report preparation.
- Recordkeeping principles and procedures.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Basic mathematics and statistical techniques.
- Business letter writing and standard document formats.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Independently perform complex HR technical work accurately and efficiently, using considerable discretion and independent judgment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively communicate with internal and external customers and provide a high-level of customer service.
- Coordinate multiple high-priority assignments and meet deadlines
- Evaluate alternatives and make judgments within established policy and procedural guidelines.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Prepare clear, concise, and competent reports, correspondence, and other written material.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Compile and maintain confidential files and records.
- Effectively represent the department and the City in meetings with governmental agencies; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience**

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to graduation from high school supplemented by 30 college-level semester units in human resource management, business administration, public administration, or a closely related field;

**AND**

Two (2) years of experience equivalent to that of a Human Resources Technician with the City of Rocklin.

**Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

|                 |                       |
|-----------------|-----------------------|
| Adopted         | June 2025             |
| Revised         |                       |
| FLSA            | Non-Exempt            |
| Salary Schedule | Confidential/Range 23 |