



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

SENIOR HUMAN RESOURCES TECHNICIAN

[APPLY HERE](#)

The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.



Application Deadline:

Monday, November 27, 2017 at 5:00 p.m.

ABOUT THE POSITION

The City of Rocklin is looking for a Senior Human Resources Technician to perform the more complex administrative and technical duties in support of a variety of human resources programs, including employee relations, labor relations, workers compensation, benefit and payroll administration, classification and compensation, recruitment and selection, training and development, and other duties as assigned.

The Senior Human Resources Technician is the advanced journey level in the Human Resources Technician class series. Responsibilities include, but are not limited to, handling the day-to-day administration of employee benefits, including health, dental, vision, life, AD&D, deferred compensation, flexible spending, and retirement; handling leaves administration, including workers compensation, FMLA, CFRA, PDL, SDI, and PFL; overseeing the recruitment and selection process; assisting with developing new job specifications and conducting salary surveys; coordinating and tracking employee training; assisting with labor relations activities including taking notes for negotiations; and serving as the backup to the Payroll Administrator. The Senior Human Resources Technician performs the most difficult and responsible duties assigned to classes within the Human Resources Technician series, and is required to be fully trained in all procedures related to assigned areas of responsibility. The incumbent reports directly to the Human Resources Manager and may provide direction and supervision to assigned technical and administrative support personnel.



COMMUNITY

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 64,417 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



SALARY AND BENEFITS

■ Salary Range

\$61,304 - \$78,240 per year

■ Medical

The City pays \$1,093 and the employee pays the difference. A variety of plans are offered through CalPERS.

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees:

Employees who are CalPERS members and who meet the definition of a Classic Member as determined by CalPERS.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 & 401 plans).

■ Life Insurance & Long-Term Disability

Life Insurance: City paid \$50,000

Long-Term Disability: coverage is 50% of monthly salary up to \$6,000 per month

EMPLOYMENT STANDARDS

Knowledge of:

- City organization and functions; laws, rules and regulations governing human resources, payroll, and labor relations activities
- Principles, practices, and techniques of public sector human resources, including recruitment, selection, classification, compensation, payroll, employee relations, benefits, workers compensation, training, and labor relations
- Contemporary trends and practices of human resources operations
- Principles and methods of position classification, examination development, job analysis and organization in the public sector; accepted practices to determine job content, evaluate complexity and difficulty of job duties, and identify required skills, knowledge and abilities
- Basic principles and practices of public sector labor relations administration including interpretation and application of negotiated agreements, employer employee relations practices, meet and confer obligations and progressive discipline
- Applicable federal, state and local laws and regulations and precedent court decisions regarding equal employment opportunity, employee health and safety, collective bargaining and labor relations
- Applicable federal, state and local employment compliance requirements and precedent court decisions including but not limited to the Civil Rights Act, Americans with Disabilities Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Fair Labor Standards Act, Age Discrimination in Employment Act, and Worker's Compensation Applicable federal and state payroll tax laws, payroll systems and legal requirements

Ability to:

- Perform the most complex and difficult technical duties related to the administration of human resources programs
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs
- Assist with the preparation and administration of the division budget
- Prepare and present clear, concise and logical written and oral reports
- Utilize discretion in the handling and disclosure of confidential information
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Exercise sound independent judgment within established guidelines

[Click here to view Benefits Summary](#)



EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

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

- Performs the most complex work related to all areas of functional responsibility, including researching, reviewing, and responding to a variety of technical questions related to human resources programs.
- Reviews workers' compensation claims; assists City employees' with the workers' compensation process, researching and responding to questions; oversees tracking and communication with departments regarding the status of claims; and maintains communication with doctors and the third party administrator as needed.
- Oversees recruitment and selection process; prepares job announcements and advertisements; reviews applications for minimum qualifications; coordinates notification of candidates for all steps in the selection process; administers examinations; coordinates oral board panels; scores and ranks applicants; oversees the coordination and scheduling of pre-employment exams and background checks; oversees new employee orientations; tracks and reports applicant demographics; prepares offer letters of employment; and prepares Equal Employment Opportunity reports as required.
- Oversees leaves administration including FMLA, CFRA, PDL, SDI, and PFL.
- Assists with developing new job specifications, reviews reclassification requests, and conducts salary surveys.
- Participates in the meet and confer process with employee groups; takes detailed notes for employee investigations and negotiations.
- Coordinates and tracks employee training; sends reminder notification to managers and supervisors as needed.
- Oversees preparation of personnel actions, ensuring accuracy and timeliness.
- Addresses complex questions regarding employee benefits; monitors maintenance of various benefit plans including health dental, vision, life, AD&D, deferred compensation, flexible spending, and retirement.
- Oversees leaves administration including FMLA, CFRA, PDL, SDI, and PFL.
- Responsible for backup to Payroll on all processes and procedures.

EDUCATION AND EXPERIENCE

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

One year of full-time experience equivalent to a Human Resources Technician II with the City of Rocklin, or three (3) years of increasingly responsible technical personnel or human resources experience preferably in the public sector.

Education Substitution:

An Associate of Arts degree from an accredited college or university 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.

SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.
2. Describe your experience with benefits administration, including health, dental, vision, life, AD&D, deferred compensation, flexible spending, and retirement.
3. Describe your experience with employee leaves administration, including workers compensation, FMLA, CFRA, PDL, SDI, and PFL.
4. Describe your experience processing payroll and/or assisting with the payroll process.

LICENSE REQUIREMENTS

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

City of Rocklin-Human Resources Office

3970 Rocklin Road, 2nd Floor

Rocklin, CA 95677

Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line: (916) 625-5060

SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination and fingerprint clearance. All applicants will be notified by e-mail following the application review.

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