

## **HUMAN RESOURCE TECHNICIAN**

### Definition:

Under general direction, provide responsible human resource and risk management services, and related work as required in the areas of benefits, recruitment, selection, classification, and maintenance of the Agency's human resource program; perform other personnel work as required.

### Distinguishing Characteristics:

This position is para-professional level requiring exercise of independent judgment, tact, and a positive and courteous approach with other staff, the public, managers, and Board of Directors' members. The position is in the confidential bargaining unit. The incumbent must exhibit careful and firm discretion in areas of confidential information. The duties are technical and exacting and require close attention to detail. The position is privy to and may participate in the labor negotiations process and claims processing. The job requires prolonged sitting, computer work, stooping and bending, occasional lifting of 25 to 35 pounds, and the ability to concentrate for extended periods.

### Examples of Duties:

- performs a variety of responsible and routine human resource duties including preparing and posting job announcements and recruitment information;
- composing and placing recruitment advertising in appropriate newspapers and media;
- preparing and processing certification of eligible's;
- preparing and processing action forms;
- establishing and maintaining confidential personnel, medical, and workers' compensation files;
- developing and monitoring schedules for pre-employment physicals and drug testing, interviews and examinations;
- arrange use of various rooms/buildings to use for testing and training;
- respond to requests for personnel information;
- assist and interact with employees, management and Board members on benefits, retirement and other personnel-related and risk management issues;
- assist in maintenance of the Agency classification system;
- compliance with the Immigration Reform Law (I-9), EEO, Affirmative Action, and other required governmental programs;
- coordinate with other agencies regarding oral interview boards, salary surveys, and job descriptions, and assist with various other human resource activities;
- maintain personnel records, initiate and maintain procedures providing pay increases, benefits and other related matters;

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- issue employee ID cards, request (DMV Pull Notice Program) and distribute DMV reports;
- initiate annual open enrollments for medical, dental and vision plans;
- Interface with benefit representatives, staff and Board of Directors' members on maintenance of life and accidental death insurance plans, PERS paperwork, Agency's deferred compensation programs, and Section 125 cafeteria program;
- maintain all medical, dental, life insurance, COBRA, HIPAA, workers' compensation and risk management (liability and property insurance) records;
- prepare forms, reports, letters, memos, and statistical data from rough drafts, notes, dictation or verbal instructions;
- dispense information personally over the telephone or by letters;
- compose routine to difficult correspondence;
- review documents for accuracy and completeness;
- perform other assignments as may be required.

### Qualifications:

### Knowledge of:

- principles, practices, methods and procedures utilized in public human resource administration including benefits, recruitment and selection, risk management, classification and compensation, and evaluation/appraisals;
- typical office and human resources software with personal computer and/or mainframe, applicable federal, state and local laws and regulations relative to public employment; modern office practices;
- grammar and business language usage.

### Ability to:

- provide assistance to management and employees on human resource policies and risk management;
- establish and maintain cooperative relationships with those contacted in the course of work;
- communicate clearly, effectively and concisely, both orally and in writing;
- deal tactfully with the public and staff;
- use correct spelling, grammar and punctuation;
- implement modern office practices and procedures;
- read and comprehend detailed regulations, contracts, manuals and reports;
- use personal computer;
- provide service to employees, managers, Board of Directors, and public;

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- preparing written documents, proofread and file;
- use typical office equipment.

### Education/Experience:

Sufficient experience, education and training to demonstrate the knowledge, skills and abilities listed above. This would normally be acquired by completion of high school or equivalent, supplemented with courses and seminars in benefit administration, human resources, administration and business practices; and three (3) years of responsible administrative/clerical experience; two (2) years of which must have included experience in the areas of benefit administration, risk management, personnel recruitment and selection, other areas of human resources, or any combination thereof, one (1) year of which must have been in supervision or lead work. An Associate degree in business, human resources, or risk management is preferred.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.