



HUMAN RESOURCES TECHNICIAN I/II/III

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under immediate supervision (I), general supervision (II), and limited supervision (III), performs a variety of assignments in the Administrative Division. Individuals in the III classification may act as a lead and/or supervise a special program/project.

CLASS CHARACTERISTICS:

Human Resources Technician I is the entry and training class of the series. Incumbents work under immediate supervision while performing the less complex office and paraprofessional technical work and routine assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired.

Human Resources Technician II is the fully experienced journey level class of the series. Incumbents work under general supervision. This journey-level class performs more difficult tasks requiring a working knowledge of District Civil Service Rules, policies, and procedures; fundamental principles and practices of public personnel management; Federal and State regulations governing wages, labor relations, leaves, and equal opportunity employment; and the ability to apply that knowledge in a variety of circumstances.

Human Resources Technician III is the advanced journey-level classification in the series. Incumbents work with minimal supervision, are lead workers, exercise independent judgment/decision-making, and administer programs/projects within the Division as well as supervising projects and providing guidance and oversight to other professional staff. This advanced journey-level class performs the most difficult and complex tasks requiring a working knowledge of District rules, policies and procedures; broad knowledge of Federal, State and local regulations governing wages, labor relations, leaves and equal opportunity employment; ability to handle confidential comprehensive analysis of difficult problems, issues and situations. The Human Resources Technician III is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited.

These positions report to the Division Manager.

ESSENTIAL FUNCTIONS: *(including, but are not limited to, the following)*

- Assist in the planning and provide support for recruitment activities for a wide variety of clerical, trades, technical, paraprofessional, professional, safety, supervisory and managerial job classes.
- Modify and update job announcements, brochures, advertisements, and correspondence based on input received from divisional management and supervisor staff.
- Review and evaluate employment applications for minimum employment standards; contact candidates and schedule appointments; prepare and send out notices in accordance with Civil Service Rules pertaining to recruitment activities.

- Assist in the development and preparation of written and oral performance exams, by inputting both qualitative and quantitative data into various software programs in support of District recruitment, benefit, and payroll functions.
- Update and make revisions to a variety of personnel forms and documents using both verbal and written information obtained from interviews, staff reports, position description questionnaires, job descriptions, and board letters.
- Gather, organize, and prepare salary and benefit reports data from a variety of sources including but not limited to websites, phone interviews, and published studies.
- Complete special projects relating to a variety of labor relations, risk management, and personnel management activities including coordinating the districts' monthly safety program, maintaining the complaint database, and tracking staff evaluations and office inspections.
- Explain District policies and procedures, Civil Service Rules, and Memoranda of Understanding to District employees and managers, members of the public, and applicants.
- Provide support for labor relations activities including collecting data, preparing reports, taking minutes, and responding to information requests.
- Prepare, coordinate, and conduct new hire orientations; gather and assemble required information for input into HR and Payroll personnel and medical files.
- Receives, reviews and process payroll records, documentation, leave slips and related paperwork; audits documents for completeness, accuracy and conformance with Federal, State and District regulations, policies and procedures.
- Receives, reviews and processes bi-weekly payroll information into payroll software and uploads information paycheck generation.
- Prepares a variety of reports for Federal and State tax payments, Workers' Compensation premium payments and Workers' Compensation audit.
- Prepares deposits for employee payments, Federal and State taxes, third party payments and retirement contributions.
- Prepares and distributes documents related to District benefit programs and conducts annual open enrollment; processes all changes related to annual benefit election changes as well as any mid-year changes; compiles benefit data and prepares summary reports.
- Responds to staff inquires for information regarding payroll and benefits.
- Prepare and send out notices required under State and Federal regulations including Workers' Compensation, Family and Pregnancy leaves, COBRA, and Medicare.
- Track employee leave time under Federal and State leave regulations.
- Reconcile bills from service providers to District records and prepares claims for payment; work with District employees and insurance companies to facilitate resolution of problems; prepare agendas and takes minutes for group health committees, labor management collaborative groups, and negotiations with bargaining groups.
- Acts as back up for other office line staff; performs a variety of clerical tasks including typing and/or data entry, proofreading, filing, editing, and office machine operation; answers phones and routes calls; greets guests and provides information requiring an understanding of department policies and procedures; opens and routes mail; identifies office supply needs and orders supplies and equipment.

- Updates the Human Resources webpages on both the external and internal District websites.
- Prepare desk audits and/or position studies.
- Assist in, and help coordinate, confidential personnel investigations.
- Other duties as assigned and as required to fulfill the essential functions of the position.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Fundamental principles and practices used in public personnel management including job and position analysis; recruitment and selection; affirmative action; classification and compensation; employee and labor relations; complaint investigations; compensation and employee benefits; performance planning and appraisal; negotiating techniques and costing; modern trends in human resource program development; principles of organizational and administrative research, analysis and methodology; report writing methods and practices; management and organizational analysis and design; a general knowledge of State and Federal laws, regulations and standards pertaining to equal employment opportunity, fair labor standards, affirmative action, labor relations, employee benefits, Workers' Compensation, and safety.

Ability to:

Communicate effectively orally and in writing; prepare clear, complete, and technically accurate reports; organize and compile data related to human resources issues; prepare and present data in a logical format; identify, research and solve personnel management problems; maintain confidentiality of information contained in employee personnel files, medical files, and disciplinary meetings; exercise sound independent judgment and initiative within established guidelines; read and understand District policies and procedures and applicable Local, State and Federal legislation; perform multiple tasks and meet numerous deadlines; form conclusions and make sound decisions; exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment such as an office computer, copier, telephone, and voicemail; and a variety of word processing, data management and other software applications.

QUALIFICATION GUIDELINES: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Human Resources Technician I Two years performing high-level semi-complex administrative support OR any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

Human Resources Technician II Two years of equivalent experience performing duties of a Human Resources Technician I. An associate degree or higher in human resources, public administration, psychology, or a closely related field may be substituted for one year of experience.

Human Resources Technician III Successful completion of an equivalent of 30 units from an accredited learning institution in the disciplines of human resources management including recruitment and selection, organization and employee development, benefits, compensation, labor relations and diversity and inclusion, or a closely related field; two years equivalent experience of a Human Resources Technician II; **and** one additional year of increasingly responsible professional experience performed in an independent manner that provides the required knowledge, skills and abilities to perform the essential duties of the position. A bachelor's degree in any of the preferred disciplines may be substituted for one year of experience.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing, preparing statistical reports, and evaluating data using a computer keyboard. Additionally, the position requires near vision when reading correspondence and statistical data on the computer, and acute hearing when providing telephone service and communicating in person. The need to lift, drag and push files, displays or other materials weighing up to 25 pounds may be required.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain and maintain a Class C California driver's license.

FLSA: I/II/III Non-Exempt
I/II Flex
Confidential/Unrepresented, Unit 32

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