CITY OF EL CERRITO

HUMAN RESOURCES TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a wide variety of administrative and paraprofessional human resource management tasks to support the human resources operational functions. A combination of technical, clerical and administrative tasks are performed in the areas of recruitment, selection, classification, compensation and benefits, labor relations and related functions of the human resources management system. Similar tasks are performed in the processing of workers' compensation and liability claims.

DISTINGUISHING CHARACTERISTICS

Incumbents perform varied, complex and responsible paraprofessional, technical and clerical duties. Work performed is normally within established policy and guided by underlying legal requirements. This classification is distinguished from clerical classifications in that the Human Resources Technician manages recruitment and selection activities ensuring compliance with equal opportunity and civil service requirements, coordinates citywide employee programs, and performs a variety of paraprofessional work. The classification is distinguished from Management Assistant in that the Human Resources Technician conducts selection activities and administers employee benefits programs within legal guidelines, maintains complex human resources systems, processes claims against the City and coordinates/participates in various citywide employee and related programs. This is a confidential position gathering, analyzing and providing labor relations information, as requested.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Human Resources Manager; assists and provides other information to department managers.

May provide technical and functional supervision to clerical and technical staff, if assigned.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Implement equal opportunity and civil service compliant recruitment of City personnel, including preparation of job announcements and coordination of publicizing announcements; update City's job hotline; maintain mailing lists of recruitment resources.

Review and screen employment applications for meeting basic job requirements and forward to the Human Resources Manager and/or operating departments for further review; consult with Human Resources Manager and work with operating departments to develop supplemental application forms and interview questions; advise on and procure written examinations.

Coordinate, schedule and proctor written examinations, if required; coordinate the oral board appraisal process including assembling the interview panel; may advise the panel on standard procedures and review results; advise Human Resources Manager of any problems or discrepancies; tabulate final examination scores, prepare lists of eligible candidates and provide candidate material to the operating departments for consideration and selection; prepare and transmit written communication to candidates at various stages of the recruitment and selection process to complete an equitable and successful process.

Essential Functions (continued):

Arrange for and schedule pre-employment physicals and/or fingerprinting. Conduct initial employee processing and orientation, including enrolling new employees in City compensation and benefits program; process employee payroll/human resources changes.

Administer City's Employee Benefits Program, including basic problem/discrepancy resolution. Conduct/coordinate benefits open enrollment process annually.

Create and maintain confidential employee files, including separate medical files, both hard copy and within the City's in-house payroll/human resources system; maintain employee history and service records; notify supervisors/managers of pending performance evaluations; respond to routine requests for employment verification; forward detailed requests to Human Resources Manager; respond appropriately to unemployment claims.

Provide assistance to current and former employees regarding City administrative policies and procedures, including requests/queries regarding their employment or benefits; advise and refer complex issues to the Human Resources Manager, especially as these might relate to harassment or discrimination claims, grievances and the like.

Conduct compensation surveys and respond to other agencies' request for compensation data, as assigned; gather, analyze and provide information for labor contract negotiations, as requested; implement various aspects of the contracts of bargaining units within the City.

Provide assistance with workers' compensation and liability complaints and claim processing; maintain related records and communicate with third-party administrators regarding claims activities; ensure scheduling of routine Council action as required .

Coordinate various citywide training programs and maintain appropriate records; attend Wellness Committee meetings, serve as Wellness Coordinator, and administer the City's wellness program; coordinate or assist in coordination of employee social and Human Resources-sponsored events.

Prepare and post agendas for the Civil Service Commission and other assigned meetings; take minutes at meetings as required;; prepare variety of letters, reports, resolutions, ordinances, announcements and human resources actions using word processing and spreadsheet software.

Provide information that assists in the development of the human resources budget; process invoices for division supplies and services.

Represent Human Resources Division and coordinate various activities with other departments, outside agencies, and the public in effectively performing daily job functions.

Marginal/Non-Essential Functions:

As needed, may attend labor negotiation sessions.

As needed, provide information/assistance to Finance Director during annual audit as relates to human resources functions.

Related duties as assigned

QUALIFICATIONS

Knowledge of:

Basic public human resources administration practices and standard civil service rules, regulations and procedures, particularly as related to recruitment, selection, compensation and benefits administration.

Basic familiarity with workers' compensation claims processing.

Standard business practices and procedures including grammar, spelling, punctuation, mathematics, use of modern office equipment and practices, and word/data processing.

Fluent in oral and written use of English language.

Ability to:

Understand, analyze, interpret, and apply rules, regulations, policies, laws and ordinances; explain necessary information to employees and other departments.

Develop and implement effective recruitment plans and techniques.

Gather and analyze data, as directed.

Establish and maintain effective filing systems and confidential files; maintain accurate and complete records and reports.

Organize work, set priorities, and meet deadlines; coordinate multiple concurrent projects.

Maintain confidentiality with regards to employee information.

Learn and skillfully use various software applications that relate to human resources administration.

Communicate effectively, both in writing and orally.

Establish and maintain cooperative working relationships.

Exercise sound judgment within established guidelines.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years progressively responsible technical and clerical human resources administration, including experience in implementation of recruitment, employee benefits, human resources records systems, and test administration. Proficient in modern office practices, procedures and methods.

Training:

High school diploma plus Associate of Arts degree or equivalent supplemented by college-level courses in human resources, statistics, and/or business practices.

Licenses/Certificates/ Other requirements:

Valid California Class C driver's license

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Walking:	Occasionally to Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally (binders, boxes of paper)
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally to Frequently
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination -

Eye-hand:	Frequently
Eye-hand-foot:	Never
Driving:	Occasionally

Talking -

Face-to-face:	Frequently
Verbal contact:	Frequently
Public:	Occasionally to Frequently

Vision -

Acuity, far:	Required
Acuity, near:	Required
Depth perception:	Required
Field of vision:	Required
Accommodation:	Required
Color vision:	Required

PHYSICAL DEMANDS (continued):

Hearing	-	Conversation:	Frequently
		Telephone:	Frequently
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed, uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Negotiating, Instructing, Supervising, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting-up, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. & Ret. 12/2012
Formerly: Personnel Technician