



Class Code: 039.1
WP Code: HRTechnician
Established: 5/1/1990
Revised: 1/2008
EEO Code: Tech

CLASS SPECIFICATION

City of Newark, California

HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision from the Human Resources Director; to provide complex and responsible technical and office support work in such areas as recruitment, selection, classification, compensation, benefits, administration and employee relations for personnel activities and functions in a centralized Human Resources setting; perform related work as assigned. The nature of the work requires significant independent judgment within broad parameters, extensive interface with employees and maintaining confidentiality of management information.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, develop and participate in recruitment and selection procedures; design and prepare job announcements, write advertising materials and place ads; screen applications to determine that qualifications are met.

Prepare tests, administer written and performance tests and oral interview process, and arrange for oral interview panels; brief oral interview assessors and serve as an oral board member.

Computes score, participate in setting of pass points and prepare and maintain eligibility lists; notify candidates at all steps of the selection procedure.

Prepare necessary paperwork for new hires, orient new employees and assist them in completing necessary payroll and enrollment forms.

Act as liaison between employees and insurance carriers to solve problems, research information and answer questions.

Provide salary, benefit, policy, procedure, MOU and related information to employees.

Gather and compile compensation information and prepare reports.

Participate in administering various programs such as employee's benefits, workers' compensation and employee relations.

Gather information from incumbents and management and assist in preparing new and revised class descriptions.

Conduct special projects, as assigned, which may involve research, calculations, writing and other activities.

HUMAN RESOURCES TECHNICIAN

Prepare confidential correspondence and reports and maintain a variety of confidential files.

Prepare periodic and special reports regarding personnel activities.

Perform a variety of responsible office support work such as composing correspondence, typing, using a typewriter or personal computer, maintaining files and receiving and screening visitors and telephone calls.

May provide lead direction and work review for assigned clerical staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic public personnel administration practices and terminology particularly as related to recruitment, selection, compensation, benefits administration, and employee relations.

Standard office practices and procedures, including filing and the use of office equipment.

Business English, including spelling, grammar and punctuation.

Business arithmetic.

Basic functions and structure of a municipal government.

Applicable state and federal laws, rules and regulations.

Ability to:

Understand, interpret, apply and explain complex policies, procedures, laws and regulations.

Assist in developing effective recruitment plans and selection procedures.

Prepare clear, concise and effective written materials.

Maintain accurate records and files.

Research and compile technical information and prepare reports and recommendations.

Exercise sound judgment within established guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Organize work, set priorities and meet critical deadlines.

HUMAN RESOURCES TECHNICIAN

Type with sufficient skill to produce finished correspondence and enter data into a computer terminal.

Maintain confidentiality of information.

Experience and Training

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

Experience:

Four years of progressively responsible secretarial or office administrative work. Experience in a personnel or human resources function is desirable.

Training:

Equivalent to graduation from high school. College-level course work is desirable.

License or Certificate

Possession of, or ability to obtain, a Class C California driver license.

Probationary Period: 6 months

FLSA: Non-exempt