



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Job title	Human Resources Technician I/II
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GENERAL PURPOSE

Under immediate (Human Resources Technician I) to general (Human Resources Technician II) supervision, performs a variety of responsible technical and administrative duties in support of the District's human resources management and benefits programs; assists in maintaining employee personnel files and confidential health and medical records; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician I: This is the entry-level classification in the Human Resources Technician series. Initially under close supervision, incumbents learn and perform routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Human Resources Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Human Resources Technician II: This is the fully qualified journey-level classification in the Human Resources Technician series. Positions at this level are distinguished from the Human Resources Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Human Resources Technician I) to general (Human Resources Technician II) supervision from assigned supervisory and management staff. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Positions at the Human Resources Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Performs assignments of routine to moderate difficulty in support of the District's recruitment, selection and benefits administration programs.
- Drafts job announcements for review and approval; places advertisements and other recruitment materials on District approved sites and publications; answers applicant and candidate questions regarding District employment.
- Receives and conducts an initial screening of applicant qualifications; enters information into, and administers and maintains, the District's applicant tracking system.
- Generates notices and correspondence to applicants and candidates; schedules testing arrangements including location and testing materials; proctors the administration of written and other tests; scores tests and creates lists of eligible candidates; arranges and schedules interviews for selected candidates.
- Conducts background and reference checks, and schedules pre-employment medical exams; drafts employment offer letters for approval by management; enters new hires into District's Human Resources Information System (HRIS) and external systems (i.e. CalPERS).
- Assembles new hire information packets; coordinates and conducts new hire orientation programs; coordinates and/or conducts periodic training sessions with employees.
- Assists with administration of District employee benefits plans, including medical, dental, vision, life, long-term disability, retirement, deferred compensation, employee assistance and COBRA; reconciles plan premium billings and processes invoices for payment.
- Processes paperwork for separating employees, ensuring that all employee notifications have been completed.
- Assists with administering and maintaining the District's Human Resources Information and Payroll system interface including system set-up and testing.
- Enters and verifies the accuracy of employee transactions processed through the HRIS and payroll interface; assists in maintaining employee personnel files and confidential health and medical records.
- Assists with office and administrative support duties and provides back up for other department office staff when required.

- Performs research projects of limited scope; compiles results and drafts reports and recommendations; generates and compiles statistical reports.
- Prepares responses to salary surveys and assists in preparing and conducting District surveys; compiles and generates reports of survey data; with guidance, provides classification, compensation and benefits information to other organizations.
- With guidance, interprets policies, procedures and regulations to District management, staff and the public in assigned areas of responsibility.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Positions at the Human Resources Technician I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Basic practices and techniques of public personnel administration including recruitment, testing and selection programs.
- Basic benefit program principles and practices, including claims processing, benefits reporting and insurance/benefit plan recordkeeping.
- Standard employee benefit plans, coverages, and insurance recordkeeping requirements.
- Methods and techniques of conducting initial screening on candidate applications.
- Methods and techniques of scheduling, proctoring and scoring exams.
- Methods and techniques of conducting employee orientation sessions.
- Applicable federal, state and local laws and regulations in assigned areas of responsibility.
- Basic research methods and data analysis techniques.
- District personnel rules, policies and labor contract provisions.
- Operations and requirements of the District's HRIS and payroll systems.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide technical and administrative support to the District's human resources management system and programs.
- Maintain confidentiality of employee information.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Organize and maintain specialized files.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Human Resources Technician I: Two (2) years of human resources program administrative experience.
- Human Resources Technician II: Three (3) years of progressively responsible human resources program administrative experience including two (2) years of experience at the Human Resources Technician I level.

Education:

- Human Resources Technician I/II: Equivalent to completion of the twelfth (12th) grade. Completion of Human Resources courses is desired.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office

equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 45 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Human Resources Technician I/II class series are flexibly staffed; positions at the Human Resources Technician II level are normally filled by advancement from the Human Resources Technician I level; progression to the Human Resources Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Human Resources Technician II level.

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Human Resources Technician I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____