

Title: HUMAN RESOURCES TECHNICIAN

Salary Code: 15
Effective Date: 11/01/12
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under the general supervision of the Supervisor of Human Resources and Administration, performs a variety of para-professional/technical work in various program areas such as recruitment and examination, classification and pay, training and development, risk management and benefit administration. Human Resources Technician is a single confidential position classification. Confidential means that the employee in this classification is privy to decisions of District management affecting employer-employee relations.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Performs various technical duties related to recruitment and examination activities such as preparing job announcements and publicity and advertisement campaigns.
2. Works with staff to develop and administer various selection procedures, including preparing and organizing examination materials; organizing and scheduling test times, sites and interview panels; and assisting in the development of interview questions and rating forms and notification of applicants of the results of the selection procedures.
3. Reviews and screens job applications for adherence to required qualifications and adherence to filing guidelines.
4. Coordinates the new-hire and ongoing employee medical and health screening examinations.
5. Provides technical assistance in the administration of the District's employee training and safety programs, including but not limited to scheduling employee and safety training classes, recording and monitoring safety incentive program, and preparing and updating various related policies and procedures.
6. Prepares reports, correspondence, and statistical data related to classification surveys, Equal Employment Opportunity, and California Occupational Safety and Health Administration, and maintains a variety of records and files.
7. Collects data from other agencies; responds to requests for data from other agencies, i.e., employment verification.

HUMAN RESOURCES TECHNICIAN

Page 2

8. Maintains and updates personnel files, procedures, forms and records; processes and implements District personnel actions.
9. Serves as a resource for District employees, supervisors and managers related to wages, benefits, personnel procedures, promotional opportunities and other general Human Resources Department questions over the telephone and in person.
10. Develops and maintains effective working relationships with those contacted in the performance of assigned duties.
11. Performs related duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of two (2) years college (60 semester units), including course work in human resources, personnel, public or business administration, or a related field, and three (3) years of experience in personnel support work in a comprehensive human resources system or public administration.

Knowledge of:

- Basic personnel administration principles and procedures.
- Terminology, methods, techniques, principles and practices of human resources administration, including recruitment and examination, job analysis, position classification, benefit administration, risk management and safety training programs.
- Applicable federal, state, and local laws and regulations pertaining to equal employment opportunity and affirmative action programs.
- Understanding, interpreting and applying rules, regulations, policies, laws and ordinances.
- Standard office practices and procedures, including data processing application, filing systems and records management.

Ability to:

- Work independently with minimum supervision and direction.
- Develop and maintain effective interpersonal relationships.
- Use good judgment and integrity.
- Demonstrate initiative and maturity.

STANDARD REQUIREMENTS

- Possession of a valid Class C California's Driver's License with a driving record acceptable to the District's automobile insurance providers is required.