

HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, to assist with the daily administration of the Human Resources Departmental operations and functions; to perform advanced level clerical work involving the management and processing of the City's payroll system, in compliance with the Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and other applicable state and federal employment regulations including Affordable Care Act (ACA), and benefit programs including the accounts payable and tax processing that coincides with payroll, Section 457 (deferred compensation) plans, employee benefit transactions, Worker's Compensation vouchers, and disability claims; to provide technical assistance to the Human Resources Director, other department directors, and other support staff in the area of human resources, payroll, and payroll deductions; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Clerical Unit.

DISTINGUISHING CHARACTERISTICS

This is a professional working level position. Incumbents in this class perform highly responsible technical and administrative support related to Human Resources departmental activities as well as perform complex advanced financial and record keeping work for the payroll accounting functions, their maintenance, and interface with the City's general ledger and other accounting systems.

REPORTS TO

Human Resources Director, or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Performs a variety of responsible clerical, technical, administrative, and office support duties in support of the City's Human Resources Director; processes personnel action forms; researches, compiles, and analyzes data for special personnel projects and reports; responds to employment verification requests and other requests for information; may perform other human resources duties related to recruitment, retirement, benefits, FMLA, FLSA, and ACA compliance, counseling, and disciplinary actions; provides customer service; takes notes from dictation or recording and accurately transcribes them; may take minutes of meetings; performs a variety of the more complex assignments in the development and maintenance of financial and statistical records; maintains the City's payroll system; compiles and maintains payroll

documents; prepares established payroll cycles; compiles accounts for and maintains all payroll reporting and record keeping; files federal and state wage and benefit reports, taxes, and returns; reviews and monitors deferred compensation programs; records changes affecting net wages such as exemptions, insurance coverage, and wage garnishments for each employee; processes warrants, bills, and other documents involved with financial record keeping; posts information to the general ledger; assists with the maintenance of subsidiary ledgers; assists with the development of financial and statistical reports; assists with the compilation of budget information; calculates and processes insurance program payments to the City's benefit providers and insurers; operates computerized financial information systems and on-line computer systems used in the City; and works with spreadsheets and word processing programs. Regular and consistent attendance is required. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Basic human resources functions and procedures.
- Basic functions and organization of municipal government.
- Modern office practices and procedures including as they apply to financial record keeping.
- Methods and practices of financial and statistical record keeping.
- City and department policies, rules, and regulations.
- Good public relations techniques.
- Principles and practices of records management systems.
- Pertinent federal, state, and local laws, codes, and ordinances.
- Knowledge of the applicable state and federal laws governing payroll and payroll management, tax reporting, and employee benefit programs.
- Principles of work direction and training.

Ability to:

- Interpret, explain, and apply City and department policies and procedures.

- Perform a wide variety of specialized office and administrative support work for management/supervisory staff.
- Perform financial and personnel accounting work observing strict confidentiality.
- Perform a variety of the more complex financial and statistical record keeping work.
- Follow oral and written directions.
- Read and understand laws, codes, statutes, and information related to labor, payroll, and employee benefits.
- Gather and organize data and information.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial information systems and use a computer for financial and statistical record keeping work.
- Organize, research, and maintain complex and extensive files and records.
- Take notes and transcribe accurate official minutes from meetings.
- Type at a net speed of 50 words per minute.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Respond appropriately to difficult and sensitive matters.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Two (2) years of increasingly responsible technical experience in personnel administration activities including public contact and in performing fiscal support work, accounting, and payroll and/or benefits administration.

Education:

- Graduation from an accredited community or junior college with an Associate's degree with course work in business administration, payroll administration, accounting, finance, or a related field. Education requirement may be substituted with equivalent years of experience. Possession of a Bachelor's degree in business administration is highly desirable.

SPECIAL REQUIREMENTS

- Must be willing to attend meetings outside normal working hours and be available to work weekends and evenings as necessary.

License:

- Possession of a valid California driver's license.
- Certified Standard First Aid and Cardiopulmonary Resuscitation (CPR).

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contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

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