

## **HUMAN RESOURCES TECHNICIAN II**

### **DEFINITION**

Under general supervision, to assist with the daily administration of the Human Resources Departmental operations and functions; to provide technical assistance to the Human Resources Director, other department directors, and other support staff regarding human resources activities, processes, policies, and procedures; may perform and/or assist in processing of the City's payroll system; may perform duties relating to recruitment, selection, classification, wage and salary administration, risk management, retirement, benefits, liability claims, employer-employee relations, and training; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Clerical Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced working level position in the Human Resources Technician class series. 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. This class is distinguished from Human Resources Technician I in that incumbents perform more complex and expanded professional duties related to analytical support of human resources activities and functions.

### **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; serves as secondary in managing the City's payroll system; works with spreadsheets and word processing programs; maintains confidential information in

accordance with legal standards and/or City regulations; may perform duties such as plans and coordinates recruitments and examinations and coordinates post-offer pre-employment physicals, psychological assessments, drug screens, or other pre-employment screenings; may conduct initial new employee onboarding for purposes of ensuring appropriate completion of payroll and benefits documentation; may serve as assistant Health Benefits Officer; receives liability claims against the City; may prepare documents and gather data to pursue cost recovery and restitution for the City; and may serve as Alternative representative on the Board of Directors for the Central San Joaquin Valley Risk Management Authority. 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 management practices and procedures including correspondence, filing systems including confidential records management, and the operation of standard office equipment and computers.
- Principles and practices of records management systems.
- Principles and practices of recruitment, selection, classification, salary and benefit administration, training, Equal Opportunity Employment (EEO), and employee relations within a public agency.
- City and department policies, rules, and regulations.
- Good public relations techniques.
- 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.
- 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.
- Operate a computer accurately and efficiently and work with various computerized financial information systems and computer software including database and records management programs used in the Human Resources Department.
- 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:**

- Three (3) 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; or
- Two (2) years of increasingly responsible work experience as a Human Resources Technician I with the City of Atwater.
- Experience in a Personnel Department or other public agency is highly desirable.

**Education:**

- Graduation from an accredited community or junior college with an Associate's degree with major course work in human resources, social sciences, public administration, business administration, payroll administration, 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).

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The 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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