

## **HUMAN RESOURCES TECHNICIAN I**

### **DEFINITION**

Under general supervision, to assist with the daily administration of the Human Resources Departmental operations and functions; to perform advanced level technical and administrative 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, and disability claims; to provide technical assistance to the Human Resources Director, other department directors, and other support staff in the areas of recruitment, classification and compensation, benefits administration, workers' compensation, liability claims, and employee relations; and to perform related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: N/A. This classification is identified as confidential and unrepresented. For purposes of employee benefits, this classification follows the Clerical Unit Memorandum of Understanding (MOU).

### **DISTINGUISHING CHARACTERISTICS**

This is a professional working level position and the first working level in the Human Resources Technician class series. Incumbents in this class perform highly responsible advanced technical and administrative support work related to Human Resources departmental activities as well as perform 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. This class is distinguished from Human Resources Technician II in that Human Resources Technician II incumbents perform more complex and expanded professional duties related to analytical support of human resources activities and functions.

### **REPORTS TO**

Human Resources Manager, Human Resources Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- Performs a variety of responsible technical, administrative, and office support duties in support of the City's Human Resources Director.
- Processes personnel action forms.
- Research and compile data for special personnel projects and reports.
- Responds to employment verification requests and other requests for information.

- Plan and coordinate recruitment and examinations.
- Assists with retirement and employee benefits, FMLA, FLSA, and ACA compliance, counseling, and disciplinary actions.
- Provides customer service.
- Maintains records, takes accurate notes, and summarizes actions from meetings.
- Performs a variety of the more technical 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 related to 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.
- Research and discuss liability claims with appropriate staff and outside insurance company and pursue cost recovery and restitution for the City.
- Coordinate post-offer pre-employment physicals, psychological, drug screens, or other pre-employment screenings.
- Operates computerized financial information systems and on-line computer systems used in the City.
- Works with spreadsheets and word processing programs.
- Maintain composure and communicate effectively under stress by dealing with others using skill and tact.
- Perform related duties as required.
- May be required to attend night and weekend meetings and/or events.

**Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- 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 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.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Gather, organize, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Prepare public relations and informational material.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial information systems and use a computer for financial and statistical record keeping work.
- Maintain confidentiality of critical and sensitive information, records, reports, and/or discussions, including but not limited to personnel files and disciplinary actions.
- Organize, research, and maintain extensive files and records.
- Take notes and transcribe accurate official minutes from meetings.
- Type at a net speed of 40 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.
- Understand municipal laws and procedures.
- Respond appropriately to difficult and sensitive matters.
- Establish and maintain effective relationships with those contacted in the course of work.

**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; frequent contact with other staff and the public.

**MINIMUM QUALIFICATIONS**

- Equivalent to the completion of the twelfth grade.
- Possession of a valid California driver's license.
- Two (2) years of increasingly responsible technical experience in personnel administration activities that included public contact and performing work related to payroll and/or benefits administration.

**DESIRED QUALIFICATIONS:**

- Graduation from an accredited community or junior college with an associate's degree in human resources, social sciences, public/business administration, or a related field.

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