

## **HUMAN RESOURCES TECHNICIAN II**

### **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 and 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, workers' compensation and 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: 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 an advanced professional working level position in the Human Resources Technician class series. Incumbents in this class perform highly responsible technical and administrative support work 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 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 clerical, technical, administrative, and office support duties in support of the City's Human Resources Director.
- Processes personnel action forms.
- Research, compile, and analyze 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, Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and Affordable Care Act (ACA) compliance, counseling, and disciplinary action.
- Provides good customer service and de-escalation when necessary.
- Maintains records, takes accurate notes, and summarizes actions from 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.
- Plans and coordinates recruitments and examinations and coordinates post-offer pre-employment physicals, psychological assessments, drug screens, or other pre-employment screenings.
- Conducts initial new employee onboarding for purposes of ensuring the appropriate completion of payroll and benefits documentation.
- May serve as assistant Health Benefits Officer (HBO).
- May prepare documents and gather data to pursue cost recovery and restitution for the City.
- May serve as Alternative representative on the Board of Directors for the Central San Joaquin Valley Risk Management Authority (CSJVRMA).
- 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 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.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.

- Read and understand laws, codes, statutes, and information related to labor, payroll, and employee benefits.
- Prepare clear, concise, and accurate records and reports.
- Prepare public relations and informational material.
- Gather, organize, analyze and present a variety of 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.
- 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 complex and extensive files and records.
- Take notes and transcribe accurate official minutes from meetings.
- Type at a net speed of 40 words per minute.
- Understand municipal laws and procedures.
- 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 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.
- Three (3) years of increasingly responsible technical experience in personnel administration activities that included public contact and in 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, payroll administration, or a related field.

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