

HUMAN RESOURCES TECHNICIAN I/II

I. Position Identification:

A) Title: Human Resources Technician I/II

B) Bargaining Unit: Unrepresented

C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.

D) Customary Work Days: Monday through Friday

E) Reports To: Human Resources Director

F) Directs the Work of: None

G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skills as outlined below is qualifying. A typical way of gaining the skills is:

Human Resources Technician I:

Education: A bachelor's degree from an accredited college or university in human resources management, business administration or related field.

Experience: No experience required.

OR

Education: Completion of two (2) years of recognized college coursework from an accredited college or university in human resources management, business administration or related field.

Experience: Two (2) years of recent, increasingly responsible experience in clerical, customer service or administrative assistance work, preferably in the personnel or risk management field.

OR

Education: High school diploma or equivalent.

Experience: Four (4) years of recent, increasingly responsible experience in clerical, customer service, or administrative assistance work, preferably in the personnel or risk management field.

Human Resources Technician II (in addition to the above): Equivalent to two years of experience at a level equivalent to the City of Yuba City's classification of Human Resources Technician I.

H) Licenses and/or Certificates Required:

Possession of a valid California driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

II. FLSA Status: Non-Exempt

III. Position Summary:

Under general supervision, provides responsible technical and office support for personnel activities and functions in a centralized personnel setting. Plans, organizes and performs a variety of technical functions in recruitment, testing, benefit administration, payroll and selection. May participate in compensation, classification and benefit studies. May provide training, organizational development, safety and risk management support. Responsible for maintaining all City personnel files and records. Responds to inquiries and corresponds with a wide variety of individuals, and performs related work as assigned. Positions within this job classification are flexibly-staffed and are normally filled by advancement from the entry level. Advancement requires the incumbent to meet the minimum qualifications and demonstrate the ability to perform the responsibilities required at the higher level. The Human Resources Technician I/II series is designed to be a bridge classification between the clerical series and the professional analyst series. May provide lead direction to other administrative clerks and part-time staff if applicable, but has no supervisory responsibilities.

Human Resources Technician I: The Human Resources Technician I is the entry-level classification in this series, able to perform a variety of complex technical office and human resources duties with general supervision. The Human Resources Technician I is distinguished from lower-level clerical positions in that the Technician performs duties that require extensive technical knowledge or that duties are diversified and require application of independent judgment and discretion. This class is distinguished from the Human Resources Technician II in that the latter routinely interprets and administers policies and procedures independently and may be responsible for a major subsection of the department's work programs. Through on the job training, a Human Resources Technician is expected to obtain the skills and knowledge necessary to advance to journey level performance. Work is reviewed frequently and assessed for results achieved.

Human Resources Technician II: The Human Resources Technician II is the experienced, journey level classification in this series, fully competent to independently perform a variety of complex technical office and human resources duties. Incumbents are expected to perform daily work with minimal supervision and to exercise sound judgment in applying policies and rules. This class is distinguished from the Human Resources Analyst I/II in that the latter provides a variety of professional human resources duties which require more analytical thinking and the application of theoretical and conceptual information with little or no immediate supervision.

IV. Essential Functions:

1. Prepares and processes necessary forms for new hires, workers compensation claims; conducts interviews to obtain information for personnel processing and assists in completing forms; orients new employees.
2. Prepares payroll documents for employee and benefit changes; acts a liaison between employees, insurance carriers or retirement system to solve problems and answer questions; refers employees to the proper source for information.
3. Reviews payroll documents and tracks performance management by following the City's procedures.
4. Prepares, maintains or monitors various personnel and risk management programs including worker's compensation, safety, random drug testing and insurance.
5. Prepares and processes benefit administration documents, including vendor premium invoices and employee enrollment forms.
6. Audits benefit systems for both retired and active employees to ensure accuracy and promptly corrects any errors.
7. Provides personnel and risk management information related to procedures, policy, rules, regulations and laws to employees, other organizations and the public.
8. Actively participates in and may lead citywide training in human resource subject areas.
9. Conducts research; compiles and prepares statistical information, charts and graphs, and periodic and special reports regarding personnel department activities including classification specification comparisons to determine if other agencies have classifications comparable with Yuba City; responds to salary surveys.
10. Plans and participates in recruitment and selection processes; prepares job announcements, advertising materials, places media and internet ads.
11. Screens applications to determine that qualifications are met.

12. Assists in the preparation and administration of exams, arranges for oral appraisal panels, prepares letters and informational packages for oral boards and briefs members; schedules candidates for testing and interview processes.
13. Maintains the applicant tracking system, notifies candidates of the selection procedure results, computes scores, and prepares eligibility lists and certifications.
14. Performs a variety of responsible office support work such as composing confidential correspondence, letters, agendas, minutes, resolutions and ordinances for the City Council; preparation of spreadsheets, data entry, processing mail and receiving and screening visitors and telephone calls.
15. Provides support to the City's negotiations team by taking notes, conducting and preparing research as directed, filing and organizing bargaining related materials, formatting of bargaining unit contracts as well as initial contract edits.
16. Provides support to the City's Personnel Board including preparing correspondence, documents for the hearings, and setting up for the hearing and other Personnel Board functions.
17. May provide administrative support to the City Clerk's office.
18. Promotes City wide wellness programs and organizational culture.
19. Interprets, applies and explains applicable City codes, policies and state and federal laws and regulations.
20. May plan, organize, supervise, train or coordinate the work of clerical staff.
21. Maintain confidential City personnel files; maintains personnel office files.
22. Assists in budget preparation and cost allocation; performs account support duties.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- Basic public personnel administration practices and terminology, particularly as related to recruitment, selection, training, record retention, compensation and benefits administration.
- Basic risk management practices and terminology related to insurance, workers compensation, liability and safety.
- Record keeping principles and procedures.

- The function and use of standard office equipment (i.e. computer, scanner, copier, etc.).
- Computer applications including spreadsheets, databases and word processing.
- Business English, including spelling, grammar and punctuation.
- Payroll terminology and processes.
- Accounting support duties (i.e. accounts payable and receivable).

B. Skill at:

- Understanding, interpreting, applying and explaining complex policies, procedures, laws and regulations.
- Preparing clear, concise and effective written materials.
- Maintaining accurate records and files.
- Operating computers and computer applications and software.
- Researching and compiling information and preparing reports and recommendations.
- Coordinating multiple concurrent projects with various, overlapping deadlines.
- Exercising sound independent judgment and maintaining confidentiality within established guidelines.
- Taking responsibility in a variety of situations and using good judgment in recognizing scope of authority.
- Making arithmetical calculations quickly and accurately.

C. Ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Identify with management and City goals and objectives and understand and support City priorities and needs.
- Keep abreast of new products, procedures and changing technology relevant to this position.
- Meet the physical, mental and environmental demands of the job.
- Follow oral and written directions.

- Promote a customer service focus in forging cooperative public relations.
- Recognize, prioritize and accomplish needed tasks.
- Use initiative and exercise sound independent judgment.
- Work independently in the absence of supervision.
- Maintain regular and predictable attendance.

VI. Physical Demands/Qualifications:

1. Requires the ability to sit for potentially long periods of time throughout the workday.
2. Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
3. Manual dexterity and vision sufficient to operate standard office equipment and supplies for potentially long periods of time without experiencing abnormal hand, wrist or eyestrain.
4. Ability to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
5. Hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone.
6. Ability to lift objects up to 25 pounds without assistance.
7. Periodically work outside of normal work hours.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Operate under tight deadlines.
3. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
4. Demonstrate a high level of integrity.
5. Possession of a California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit, and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to extreme variations in temperatures, humidity and can include high wind and rain. The incumbent may be subject to dust and pollen. Incumbents may occasionally be required to work on slippery or uneven surfaces.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.