



**Range:** SG-8  
**FLSA:** Non-exempt  
**Date:** September 2024

## **HUMAN RESOURCES TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Assists the Human Resources Manager in coordinating and providing administrative support in the departments comprehensive personnel program with emphasis upon employment services, benefits, recruitment, selection, orientation, employee evaluation and development, organizational development, training, personnel policies and procedures, classification and compensation and risk management.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Human Resources Manager or designee.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – Essential and other important responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Provides administrative support to the Human Resources Department.
2. Provides administrative services, monitors workload, work activities, priorities, and deadlines.
3. Performs a variety of routine clerical work including filing, billing, job references, and verifying, and recording information on records.
4. Assists with the recruitment, application screening, interview, selection, and new hire process.
5. Maintains employee personnel files and other employment-related documents in accordance with appropriate regulations.
6. Stays knowledgeable of current state and federal laws pertaining to Human Resources.
7. Coordinates webinar and in-person training for employees.
8. Assists in coordination of special programs, training, rewards, recognition, and other events.
9. Coordinates and records workers compensation injuries and monitors department reporting procedures for compliance with state and federal compliance.
10. May participates in the city's Safety Committee, Collision Board, and coordinates safety training for employees as needed.
11. Prepares, processes, and proofreads a variety of documents.
12. Deals tactfully and courteously with coworkers and the public, responding to and resolving difficult and sensitive employee/citizen inquiries in the absence of other Human Resources staff.

13. Maintains and orders departmental supplies and processes invoices and purchasing card statements.
14. Participates in the creation and implementation of goals, objectives, policies and priorities related to the department.
15. Maintains a positive attitude to promote teamwork, trust, and mutual respect with employees.
16. Maintains or performs website content function.
17. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of basic office administrative procedures
- Operations, services, and activities of the department; general knowledge of other departments.
- Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- Office procedures, methods, computer equipment and database software programs.
- Records management principles and standards.
- Principles and practices of meeting and agenda preparation.
- Modern office equipment and software.
- Microsoft Office Suite.

### **Ability to:**

- Possess a high level of integrity and sense of ethics.
- Maintain confidential data and information.
- Assist in coordinating projects and setting priorities and objectives.
- Handle multiple projects at the same time.
- Work effectively in an atmosphere of constant interruption.
- Maintain computer applications for generating personnel-related records and reports.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Communicate clearly and concisely, both orally and in writing.
- Work in organized team efforts and assist in problem-solving work-related issues for continuous improvement in work efforts.

## **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience, training, and attitude that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

1 year of responsible administrative and clerical experience.

### **Training:**

High school diploma or GED.

Associate's degree is highly desirable.

## **WORKING CONDITIONS:**

**Environmental Conditions:**

Office environment with occasional exposure to outside elements during times of special events.

**Physical Conditions:**

Duties may require sitting for prolonged periods of time, working closely with others, and general manual dexterity. Some lifting required for department related equipment, file storage, stocking paper products, or for event or program set-up and tear down.