

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

HUMAN RESOURCES TECHNICIAN

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 12/12/2018
Classification Series: Human Resources	Approved by City Council: 01/15/2019
FLSA Status: Non-Exempt	Resolution No.: 2019-01

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

Under general supervision, performs a variety of sensitive, confidential, technical and monitoring tasks involved with employee recruitment and selection; performs new employee benefit orientations; maintains the Human Resources Information System (HRIS) and personnel files.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepares and updates job announcements and supplemental applications;
- Schedules applicant interviews and obtains and assists with briefing interview raters;
- Verifies interview ratings, calculates interview and other scores and prepares employment eligibility lists;
- Inputs confidential personnel data into the HRIS as appropriate; updates/maintains HRIS and other records, and maintains employee personnel files;
- Acts as systems administrator for the HRIS and develops, maintains and updates a variety of personnel related on-line forms;
- Responds to questions from employees and the public related to general personnel and recruitment/selection matters;
- Orients new employees as to applicable benefits, policies and rules;
- Operates a personal computer and applicable software to produce a variety of correspondence, reports, and other material independently;
- Compiles, checks, assembles and records information related to collective bargaining;
- Tracks and monitors probationary review and step increase eligibility data;
- Receives and checks a variety of forms, requests and enrollment documents for accuracy, appropriate signatures and overall completion;
- Responds to requests for information from other agencies and the public to include employment verifications;
- Provides a variety of assistance to other Human Resources staff members;
- Assists with open enrollment periods, the processing of deduction changes and survey responses/data gathering;
- Assists in monitoring interview and testing processes to include on-site ability/performance tests.
- Conducts salary surveys for city positions;
- Assists in staffing the Human Resources public counter;

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(Continued)

- Coordinates Workers' Compensation program with third-party administrator;
- Provides direction to clerical staff as needed; and
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of personnel office functions, methods and procedures;
- Basic employee benefits and insurance procedures and processes;
- Business letter and report writing;
- Methods and practices of office and general record keeping/reporting to include filing and indexing methods;
- English usage, spelling, grammar and punctuation;
- Computer applications as they relate to area assigned; and
- Customer service and telephone techniques and business math.

Skills:

- Must type accurately at a speed of 50 words per minute; and
- Proven computer skills and ability to efficiently use standard office software.

Ability to:

- Learn, apply and explain personnel related policies, rules and regulations;
- Communicate effectively orally and in writing;
- Use independent judgment and initiative;
- Establish and maintain effective relationships with those contacted in the course of work;
- Operate a personal computer and use applicable software, maintain computerized and manual files and records;
- Understand and carry out oral and written instructions;
- Deal effectively with prospective and current employees and maintain the confidentiality of sensitive information;
- Meet the public with courtesy and tact;
- Read and write at the level required for successful job performance; and
- Make accurate mathematical calculations.

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Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school supplemented by some completed course work from an accredited college or university in human resources, business administration, or a related field.

Experience:

- Five (5) years of increasingly responsible clerical experience, including a minimum of two (2) years of responsible experience in a Human Resources Department or performing the duties of a Human Resources Technician or related position.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.