

CITY OF SALINAS

HUMAN RESOURCES TECHNICIAN

BARGAINING UNIT/CLASS CODE:

CONF. MISC. / E16

DEFINITION

To perform a variety of highly responsible, confidential and complex clerical, secretarial and administrative support duties for the professional staff in one or more functional areas of human resources/risk management administration.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the clerical series and is distinguished by the more complex, responsible and sensitive duties related to functioning as the Human Resources/Risk Management administrative support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direct and indirect supervision from management level Human Resources/Risk Management Division staff members. May exercise general and project direction of lower level support staff as assigned.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide support to the Human Resources Officer and assigned Human Resources/Risk Management staff. Assist members of the public, organization, agency/group representatives and City employees to access non-confidential personnel information and materials, and interpret personnel policies, procedures, rules and regulations as supervised. Perform a wide variety of complex, responsible, and confidential office management duties for the Human Resources Officer and other Human Resources Division staff members as assigned and supervised. Processing of Consolidated Omnibus Budget Reconciliation Act (COBRA), retirement calculations, liability claims, Workers Compensation claims, monthly reconciliation of health and benefits bills including PERS and New York Life Calculations, and other risk management duties as assigned. Maintain appointment schedules and calendars, arrange meetings and conferences and make travel arrangements. Assist Division management level staff to develop and implement a wide variety of complex and technical personnel recruitment, examination, classification, compensation, training, evaluation and related instruments, materials and processes as assigned and supervised. Establish and maintain complex inter-office filing systems as directed by the Human Resources Officer. Conduct orientation and/or intake processing of new employees. Serve as Secretary to a Board or Commission, preparing the agenda, assembling background materials, taking and transcribing meeting minutes, and performing related support duties. Assist Division management level staff to compile data and develop a wide variety of complex technical reports, surveys, studies and documents/processes related to Equal Employment, Employee/Labor Relations, Employee Grievance, Benefits, Safety and Risk Management. Recommend appropriate organizational or procedural changes to Human Resources/Risk Management Division support activities. Promote and maintain safety in the workplace. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs on a regular basis and up to 50 occasionally; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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HUMAN RESOURCES TECHNICIAN (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Principles of office management, organization and employee development. English usage, spelling, grammar and punctuation. Up-to-date office methods, procedures and equipment. Business letter and report writing. Organization, policies, and operating procedures of the City Human Resources/Risk Management Division. City governmental organization, functions, policies, rules and regulations.

Ability to:

Understand the organization and operation of the City and its relationship to outside agencies, so as to effectively assume assigned duties and responsibilities. Communicate clearly and concisely, orally and in writing. Work cooperatively with other Departments, City Officials, outside agencies and the public. Interpret and apply administrative and departmental policies, practices, rules and regulations. Assist in the preparation of the annual budget for the work unit. Operate a large variety of manual and computer assisted office machines and equipment. Work independently and follow through on assignments to ensure accuracy. Learn applicable policies, regulations, and laws relating to public agency personnel administration, and Equal Employment. Work independently and under pressure to meet multiple and simultaneous deadlines. Analyze situations correctly and adopt alternatives and effective courses of action. Plan, organize and execute work priority setting. Research, compile and maintain complex and extensive records and reports. Learn computer software programs related to either benefits or recruitment. Process confidential records, information and maintain files. Assist in supervising, training and evaluating lower level staff members.

Skills to:

Accurately type at a speed of 50 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties; would be any combination equivalent to completion of the twelfth grade and four years of increasingly responsible experience in secretarial and office support work two (2) of which are in the Human Resources/Personnel environment OR sixty (60) units of college related units from an accredited college or university and two (2) years of increasingly responsible clerical work, one of which is in a Human Resources/Personnel environment.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-91, REV: 2-94, REV: 2-05, REV: 2-07