

## CITY OF HEMET

Class Code: 3715  
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### **SENIOR HUMAN RESOURCES TECHNICIAN**

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*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 limited supervision, provide highly skilled, advanced level administrative support to human resources functions and services including recruitment, classification, compensation, benefits administration, employee and labor relations and training, and employees' safety and workers' compensation services; recommend and implement change to enhance effectiveness; perform special projects as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The **Senior Human Resources Technician** is the lead/advanced journey level class expected to exercise independent judgment and initiative and perform the more complex human resources functions. This classification is distinguished from the next lower classification of Human Resources Technician by assuming an advanced level of responsibility and performing professional level human resources work.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Human Resources Director. Incumbents in this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills, and other characteristics.*

Plan, organize, and coordinate recruitment plans and programs for the city; prepare announcements, advertisements, application packets; screen applications; coordinate and proctor tests; oversee interview process; develop eligibility lists; notify applicants of status during the various phases of the recruitment/selection process; coordinate new hire process, including pre-employment physical, background check, and fingerprinting; conduct new employee orientations; process employee separations from City service.

Assist in the development and administer, monitor, and maintain all benefit programs for active and retired employees, including but not limited to, health care plans, dental and vision plan, life and long-term disability insurance, deferred compensation plans, CalPERS retirement program, and workers' compensation; negotiate plan renewals; perform analysis and develop recommendations regarding proposed adjustments and program implementation; prepare contract documents, plan amendments, and resolutions; oversee annual open enrollment and bi-annual employee benefits fair; respond to benefit questions; act as liaison to employees to resolve medical claim issues with providers; prepare documents for enrollment, changes, and terminations; explain benefit programs and keep employees apprized of benefit additions, changes, and other updates; prepare long-term disability claims and guide employees through the disability process; process death benefit claims.

Administer, monitor, and maintain programs to ensure compliance with state and federal regulations, including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), and the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Assist in the development and implementation of personnel policies; interpret and explain the City's municipal code, policies and procedures, rules and regulations, ordinances, resolutions, and labor agreements; respond to requests for information and assistance from employees, management, outside agencies, and the public; respond to inquiries and advise management employees on employee relations issues and other human resources issues and laws; stay current on labor laws and regulations.

Provide administrative staff support in the labor negotiations process; participate in the administration of labor agreements; recommend and implement departmental improvements; train new Human Resources Technician staff.

Develop class specifications and maintain the City's classification plan; conduct salary, benefit, and classification surveys; compile and analyze data; prepare results in report format; oversee and maintain confidential personnel files; attend and participate in meetings representing the department; stay abreast of new trends and innovations in human resource management; participate in special projects as assigned; perform research and assist in developing and implementing programs and procedures.

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and document weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of public sector human resources management and development principles and practices; local, state and federal laws, regulations, policies and procedures affecting human resources; recruitment, classification, compensation, benefits, negotiations, and employee/labor relations; research and data analysis methods and techniques; effective screening and interviewing techniques.

Skill in a variety of computer software programs, including spreadsheets; use of modern office equipment; accessing professional and technical resources.

Ability to interpret and apply local, state and federal laws, regulations, policies and procedures; conduct research and prepare clear, concise, and comprehensive reports; understand and apply regulations, procedures and guidelines; communicate effectively both orally and in writing; establish and maintain effective working relationships with other City employees and the public.

### **QUALIFICATIONS GUIDELINES**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance as a Senior Human Resources Technician. Example combinations include two (2) years of college level course work in human resources, business administration, public administration or a related field and five (5) years progressively responsible public sector human resources experience, or an equivalent combination of education and experience.

### **CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license and maintain a satisfactory driving record.