

CITY OF HEMET

Class Code: 3714
Page 1 of 2

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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

Under limited supervision, provide advanced level support to human resource functions and services including recruitment, classification, compensation, benefits administration, employee and labor relations and training.

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.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

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; assist with the development of eligibility lists; conduct background checks and coordinate new hire process.

Administer and maintain benefit programs; assist employees with benefit questions; resolve problems with vendors; prepare documents for enrollment, changes and terminations; conduct new employee orientation; explain benefit programs; process necessary forms; conduct termination benefit interview providing COBRA, retirement and other options.

Interpret and explain human resource policies and procedures; respond to request for information and assistance from employees, management, outside agencies and the public; respond to and advise management employees on equal employment opportunity and other human resource laws, policies and procedures, and memoranda of understanding.

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.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of public sector human resources management principles and practices; local, state and Federal laws, regulations, policies and procedures affecting human resources; recruitment, classification, compensation, benefits, 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.

MINIMUM QUALIFICATIONS

Two years of college level course work in human resources, business administration, public administration or a related field and three (3) years progressively responsible 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 and appropriate California driver's license and maintain a satisfactory driving record.