

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: HUMAN RESOURCES TECHNICIAN
DEPARTMENT: HUMAN RESOURCES
REPORTS TO: SR. HUMAN RESOURCES ANALYST or HR DIRECTOR
CIVIL SERVICE: YES

CLASS CODE: 15366
FLSA STATUS: N
DATE: 03/05 Rev. 1/07
BARGAINING UNIT: CONFIDENTIAL

JOB SUMMARY:

Under general supervision performs a variety of moderately difficult technical functions, in the recruitment, assessment, testing and certification process; processing personnel transaction and generating personnel reports; maintaining positions allocation table, constructing and maintaining personnel files; and assisting staff in completing various human resources projects.

DISTINGUISHING CHARACTERISTICS:

The Human Resources Technician is distinguished from Human Resources Analyst series by the latter's performance of professional level duties in the field of human resources requiring a greater depth of technical knowledge and responsibility.

SUPERVISION EXERCISED:

Human Resources Technician does not exercise supervision.

EXAMPLES OF DUTIES: *Depending upon area of assignment, duties may include but are not limited to the following:*

- Processes job announcements, including: developing or revising posting information; proofing information; producing current announcements; copying and distributing; composes and places recruitment advertisements and approves/audits billing for payment.
- Performs recruitment functions including: establishing and maintaining recruitment; preparing and maintaining eligibility lists.
- Schedules and facilitates oral examinations, including: scheduling rooms, notifying candidates of exam dates, confirming panel raters, creating and maintaining schedule, and compiling packets for panel members. May serve as panel rater.
- Schedules and proctors written examinations, including ordering examinations, notifying applicants, may manually score examinations, establishes pass points.
- Establishes and maintains eligibility lists by compiling exam scores, applying points and establishing ranking; notifies candidates of results of examination; compiles EEOC information; sends regret letters to applicants declared ineligible; certifies top candidates; notifies eligible candidates of interviews.
- Enters applicant information into applicant tracking system; maintains tracking system; and, generates reports and correspondence using the tracking system, including exporting information to other software programs.
- Serves as department webmaster, creating, updating and maintaining HR web site using software such as Adobe and Front Page.
- Participates in salary and policy/procedure surveys.
- Monitors and maintains disposition of staffing request log.
- Maintains automated personnel records and processes personnel transactions by reviewing information, ensuring accuracy and proper effective dates and entering information into the computer system; maintains position control information, enters change of status information, tracks positions and generates reports.
- Sets up and maintains Job Class Table and Salary Table within the automated personnel system; works with IS staff in making changes to and testing of the program, reports and tables.
- Constructs and maintains employee files; works closely with County departments to ensure personnel records are complete and accurate and to ensure their understanding of County personnel policies with regard to salaries and payroll.
- Assists in conducting new employee orientation by explaining forms to be completed, providing other related information, answering questions and signing various advertisements and employee physicals.
- Schedules pre-employment and other employee physicals and audits/approved billing for payment.
- Assists customers in the office or by phone, explains employment processes, distributes applications, schedules appointments, provides information regarding benefit programs (i.e. health benefits, leave programs, etc.) and answers

other related questions; disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

- Formats and types letters, memos, labels, reports, or other correspondence on a word processor or typewriter; composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently; prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.
- Reports administrative and/or operational problems to supervisor.
- Enters and retrieves a variety of complex information into a computer terminal.
- Photocopies reports, memos, and other various documents for staff.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate 's degree or equivalent from a two-year college or technical school in human resources, business administration or related field; AND three years of experience performing human resources related functions that included maintaining personnel files, processing personnel related documentation, and providing technical support to professional level staff; or an equivalent combination of training and education.

Licenses and Certifications:

Valid Driver 's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern principles and practices of human resources administration and record keeping.
- Human resources information systems.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Basic types of human resources selection devices.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Internal departmental policies and procedures.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Record keeping, report preparation, filing methods and records management techniques.
- General office procedures, policies and practices, and computer applications and hardware, and other general office equipment related to the performance of the essential functions of the job.

Skill in:

- Typing from rough draft or printed text using a word processor or typewriter, and accurately entering data using a keyboard at a speed sufficient to perform the duties of the job.
- Understanding, interpreting and applying a wide variety of guidelines, procedures and regulations relating to human resources operations.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly and effectively, both orally and in writing, with internal staff, citizens, and other departmental staff

in order to give and receive information in a courteous manner.

- Operating and performing routine maintenance of general office machines such as copiers, typewriter and/or word processing software, facsimile machines, telephone systems, and other standard office equipment.

Mental and Physical Ability to:

- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Administer and score various types of selection devices.
- Interpret applicable laws, rules, ordinances, etc.
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Develop and implement new procedures, records, reports and forms to meet changing needs.
- Maintain confidential information.
- Establish and maintain effective working relationships with others.
- Draft and type correspondence.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's work is moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.