



City of Milpitas

We invite applications for the position of: Human Resources Technician

Annual Salary Range: \$66,470.56 - \$80,800.20

Post Date: Monday, July 30, 2018

Close Date: Friday, August 10, 2018 OR after 100 applications have been received

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

We're looking for a highly motivated, organized individual for the position of Human Resources Technician. You'll join a fun, team-oriented group in planning Citywide events, processing PAFs and completing employee transactions, and onboarding new employees while hosting new hire orientations. The Human Resources Technician is detail-oriented, multitasker and has the ability to prioritize work, ensure accuracy, while working under strict deadlines. You'll also provide assistance to City employees and the general public regarding Human Resources activities, processes, and practices.

What You Will Do

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

- Provide information to employees and the public as appropriate regarding wages, benefits, personnel procedures, negotiation information, promotional opportunities, and career development.
- Apply and keep current in policies, rules, regulations, procedures, and union contracts as appropriate when processing work; ensure compliance with union contracts.



City of Milpitas

We invite applications for the position of: Human Resources Technician

-
- Receive, report, and process a variety of documents and transactions in areas such as workers' compensation, benefits, recruitment, and training.
 - Process employee performance appraisals and status changes in a timely manner.
 - Enter data and redesign system changes as needed into various Human Resources Information Systems (HRIS) programs and create reports off the systems.
 - Update and maintain position control based on budget requirements.
 - Coordinate general Human Resources training, including new employee orientation, Brown Bag seminars, Open Enrollment Health Fair, retirement seminars and exit interviews.
 - Assist in the administration of employee benefit programs including health, group life, and disability insurance programs; assist employees with benefit questions; follow-up and track activities for areas such as workers' compensation, training, and benefits.
 - Create and maintain files; gather, compile and create various reports.
 - Write and maintain procedures manuals for Human Resources activities related to assignment.
 - Draft employment announcements and administer selection tests.
 - Compose and proofread notices, forms, and correspondence covering a variety of personnel matters.
 - Respond to and conduct salary and benefit surveys from outside agencies.
 - Schedule, coordinate, and prepare materials for new employee orientations; may conduct new employee orientation by explaining conditions of employment including benefit plans, pay schedules, City organization, personnel rules and regulations and other related information.
 - Serve as liaison with other departments and divisions related to assigned human resources functions; attend and participate in professional group meetings; keep updated on trends in the field of Human Resources.

Experience and Education

Equivalent to completion of two years of college level course work in personnel management, business administration, human resources, or a related field AND

Two years of increasingly responsible administrative support experience. Experience in a municipal human resources office is highly desirable.



City of Milpitas

We invite applications for the position of: Human Resources Technician

Special Requirements

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to sit or stand for extended periods of time.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, resume, and copies of a typing certificate online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the Mid-Management/Confidential bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/UPEC-Mid-Mgmt-Confidential-Unit.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.