

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA		Date:	January 2024
CLASS TITLE:	Human Resources Technician	JOB CODE:	xxxxxx
WORKING TITLE:	Human Resources Technician	FLSA STATUS:	Non-Exempt
REPORTS TO:	Human Resources Manager	HIRING STATUS:	Career

JOB SUMMARY

This unrepresented position will be under general supervision, provide difficult, confidential, and specialized office support to the Human Resources staff; assists callers and visitors by supplying information personally or directing information requests according to established procedures; sorts, logs and maintains records and other documents; interprets and applies policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level paid classification in the field of Human Resources. It is distinguished from the classification of Human Resources Manager in that the latter is assigned more responsible for multiple Human Resources functions and exercises overall management responsibility for all departmental activities and reports directly to the City Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential functions may include, but are not limited to, the following:

- Prepares and processes necessary forms for new hires, workers compensation claims; conducts interviews to obtain information for personnel processing and assists in completing forms; orients new employees.
- Prepares payroll documents for employees and benefit changes; acts a liaison between employees, insurance carriers or retirement system to solve problems and answer questions; refers employees to the proper source for information.
- Reviews payroll documents and tracks performance management by following the City's procedures.
- Prepares, maintains, or monitors various personnel and risk management programs including worker's compensation, safety, random drug testing and insurance.
- Prepares and processes benefit administration documents, including vendor premium invoices and employee enrollment forms.
- Audits benefit systems for both retired and active employees to ensure accuracy and promptly corrects any errors.
- Provides personnel and risk management information related to procedures, policy, rules, regulations and laws to employees, other organizations, and the public.
- Actively participates in and may lead citywide training in human resource subject areas.
- Conducts research; compiles and prepares statistical information, charts and graphs, and periodic and special reports regarding personnel department activities including classification specification comparisons to determine if other agencies have classifications comparable with Yuba City; responds to salary surveys.

CITY OF MARYSVILLE
Human Resources Technician

- Plans and participates in recruitment and selection processes; prepares job announcements, advertising materials, places media and internet ads.
- Screens applications to determine that qualifications are met.
- Assists in the preparation and administration of exams, arranges for oral appraisal panels, prepares letters and informational packages for oral boards and briefs members; schedules candidates for testing and interview processes.
- Maintains the applicant tracking system, notifies candidates of the selection procedure results, computes scores, and prepares eligibility lists and certifications.
- Assists in the Completion of annual reporting (ACA) and other benefit-based reporting e.g. Health Insurance based reporting, Deferred Compensation reporting, CalPERS reporting.
- Composing confidential correspondence, letters, and miscellaneous documents.
- Provides support to the City's negotiations team by taking notes, conducting, and preparing research as directed, filing, and organizing bargaining related materials, formatting of bargaining unit contracts as well as initial contract edits.
- Provides support to a wide variety of City Boards including preparing correspondence, documents for personnel hearings, and setting up for the hearing and other Board functions.
- May provide administrative support to the City Clerk's office.
- Promotes City wide wellness programs and organizational culture.
- Interprets, applies, and explains applicable City codes, policies and state and federal laws and regulations.
- May plan, organize, supervise, train, or coordinate the work of clerical staff.
- Maintain confidential City personnel files; maintains personnel office files.
- Assists in budget preparation and cost allocation; performs account support duties.
- Performs a variety of responsible office support work such as composing letters, agendas, minutes, resolutions, and ordinances for the City Council; preparation of spreadsheets, data entry, processing mail and receiving and screening visitors and telephone calls.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Basic public personnel administration practices and terminology, particularly as related to recruitment, selection, training, record retention, compensation, and benefits administration.
- Basic risk management practices and terminology related to insurance, workers compensation, liability, and safety.
- Record keeping principles and procedures.
- The function and use of standard office equipment (i.e. computer, scanner, copier, etc.).
- Computer applications including spreadsheets, databases, and word processing.
- Business English, including spelling, grammar, and punctuation.
- Payroll terminology and processes.
- Accounting support duties (i.e. accounts payable and receivable). Understanding, interpreting, applying, and explaining complex policies, procedures, laws, and regulations.
- Preparing clear, concise, and effective written materials.
- Maintaining accurate records and files.
- Operating computers and computer applications and software.
- Researching and compiling information and preparing reports and recommendations.
- Coordinating multiple concurrent projects with various, overlapping deadlines.

- Exercising sound independent judgment and maintaining confidentiality within established guidelines.
- Taking responsibility in a variety of situations and using good judgment in recognizing scope of authority.
- Making arithmetical calculations quickly and accurately.

Ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Identify with management and City goals and objectives and understand and support City priorities and needs.
- Keep abreast of new products, procedures and changing technology relevant to this position.
- Meet the physical, mental, and environmental demands of the job.
- Follow oral and written directions.
- Promote a customer service focus in forging cooperative public relations.
- Recognize, prioritize, and accomplish needed tasks.
- Use initiative and exercise sound independent judgment.
- Work independently in the absence of supervision.
- Maintain regular and predictable attendance.

MINIMUM QUALIFICATIONS (requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to completion of the 12th grade. Related college level training is desirable. Within one year of appointment, obtain SHRM Certification.

Experience

Some experience performing clerical and administrative work, preferably in the personnel or risk management field is desirable. At least 3 years of work within the Human Resources field is required, preferably in the government sector.

Licenses, Certificates and/or Requirements:

- The candidate shall be at least 18 years of age at the time of appointment.
- Possession and maintenance of a valid California Class C driver license. Loss or suspension of the driver license may be cause for discipline, up to and including termination.
- Completion of required FEMA Courses necessary for this position (identified by City Management).

PHYSICAL DEMANDS

- Requires the ability to sit for potentially long periods of time throughout the workday.
- Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
- Manual dexterity and vision sufficient to operate standard office equipment and supplies for potentially long periods of time without experiencing abnormal hand, wrist, or eyestrain.
- Ability to manipulate both single sheets of paper and large document holders (binders, manuals,

etc.).

- Hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone.
- Ability to lift objects up to 25 pounds without assistance.
- Periodically work outside of normal work hours.
- Communicate information clearly and effectively on a number of different levels, both verbal and written.
- Operate under tight deadlines.
- Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
- Demonstrate a high level of integrity.

NOTE: Some accommodations may be made for some of the physical demands for otherwise qualified individuals who require and request such accommodations.

WORK ENVIRONMENT

- Work involves regular hours during the day (Monday-Friday 8 am – 5 pm) with the occasional opportunity for overtime. This position will be off for all major holidays, as declared by the City.
- Working conditions in the office are clean, well lit, and free from extremes of temperature and humidity.
- Working conditions in the field are subject to extreme variations in temperatures, humidity and can include high wind and rain. The incumbent may be subject to dust and pollen. Incumbents may occasionally be required to work on slippery or uneven surfaces.