



The City of Rocklin invites applicants for

Human Resources Technician II

Salary \$57,498 - \$79,260

Application Deadline: January 23, 2022



THE POSITION

The City of Rocklin is looking for a Human Resources Technician II to perform administrative and technical duties in support of the City's human resources functions, including recruitment and selection, employee relations, classification and compensation, and payroll-related input into the City's HRIS system; to coordinate various human resources-related activities and services; to provide highly responsible staff assistance to the Director of Administrative Services; and to perform related work as required.

This is a paraprofessional classification that assists the professional staff and is responsible for a variety of human resources work and special projects. Incumbents receive general supervision from the Director of Administrative Services, and may also receive lead oversight from the Human Resources Analyst.

[Click here to view the full class spec.](#)

TEAM ROCKLIN

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

Human Resources is comprised of two (2) Management Analysts and two (2) Human Resources Technicians, all of whom service approximately 255 City employees.

THE IDEAL CANDIDATE

The ideal candidate will:

- Be a highly confidential and discreet individual with experience providing the full scope of technical-level human resources support to a public sector organization.
- Possess a high commitment to customer service and collaboration with customers.
- Embrace and promote change and include stakeholders in process improvement changes.
- Have a high degree of interpersonal skills and emotional intelligence.
- Work collaboratively with stakeholders in departments to understand and assist with implementing solution-driven outcomes.
- Be flexible and unbiased, with a high level of integrity.
- Possess skills and abilities to evaluate, research, identify, and interpret technical and numerical information.
- Demonstrate the ability to understand, interpret, and apply pertinent local, state, and federal laws, as well as City policies and MOU's.
- Be flexible and adaptable to changing priorities and interruptions throughout the workday.
- Be an innovative and strategic thinker that challenges the status quo.
- Be able to work both independently and as part of a team with minimal direction.
- Embrace opportunities to create new processes and programs.
- Have experience using Microsoft SharePoint.

MINIMUM QUALIFICATIONS

A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.

Equivalent to graduation from high school supplemented by 24 college-level semester units in human resource management, business administration, public administration, or a closely related field;

AND

Two (2) years of experience performing increasingly responsible technical personnel or human resources duties at a level equivalent to the City's classification of Human Resources Technician I.

SELECTION PROCESS

Applications will be screened based on qualifications, and those who best meet the needs of the City will be invited to participate in the next step of the City's selection process.

Click on the link below to complete a City application and respond to the required supplemental questions.

 **Apply Here**

The City of Rocklin is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply. Many job classifications require a pre-employment medical screening. Depending on the job classification, medical screening may include testing for drugs, including but not limited to marijuana; a positive test may result in revocation of an employment offer.

BENEFITS

Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Active employees also receive \$150 in flexible credits to be used toward pre-tax insurances.

Dental and Vision

City-paid for employee and dependents.

Health Coverage Reduction Incentive

Employees with less than full family coverage for health, dental, and vision may receive incentive pay of \$75 - \$250 per month.

Leave Accruals

Sick Leave: 12 days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

Retirement

CalPERS (in accordance with Public Employees' Retirement Law)

2% @62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

Deferred Compensation

Rocklin offers optional programs for employee participation (457 & 401 plans).

Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: coverage is 50% of