THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

HUMAN RESOURCES TECHNICIAN
#25A - 26

Hybrid/flexible work schedule available

SALARY:
$8,693.21 - $10,439.04 / Monthly
Closing date 05/26/2025 at 11:59pm
(Opened 05/05/2025)

Interested in joining the Redwood City team?

Application Process
Apply inline at CalOpps.org by Monday, 05/26/25 BY 11:59 pm.
A City application including resume and supplemental questionnaire is required.

EXCELLENCE
Commitment to Pride in Our Work

INTEGRITY
Do the Right Thing, Not the Easy Thing

SERVICE
Building Community and Improving Quality of Life

COLLABORATION
Working Together for a Better Tomorrow

INCLUSION
Celebrating Diversity, Promoting Justice and Inviting Participation

INNOVATION
Freedom to Imagine and Courage to Act

WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by *core values* of *excellence, integrity, service inclusion, and innovation* Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career or make valuable contributions as a part of a public sector HR team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE TEAM
The Redwood City Human Resources Department is a high-functioning and collaborative team that values excellent customer service, problem solving, and maintaining a positive work culture. We are a tight-knit group of caring professionals who are thoughtful, curious, and creative. We value an inclusive and supportive team environment with open communication and have made it our mission to provide the best Human Resources support and services to our City teammates.

ABOUT THE POSITION
There are currently two (2) vacancies in the department. This is an excellent opportunity for two (2) motivated individuals looking to grow their career within a dynamic team of HR Professionals. The Human Resources Technician provides generalist support for a variety of human resources functions. Of the vacancies, one (1) position will primarily support Recruitment and Selection, Class & Compensation, HRIS, and other areas of Human Resources Administration. The second position will support Benefits Administration, Onboarding, and Leave Management.

Some duties may include:

Recruitment and Selection

- Provide support for administration of recruitment and selection processes; prepare job announcements, advertisements, application forms, selection materials, applicant notices, eligibility lists and certification documents following previously prepared templates.
- Assist with examination processes; coordinate oral interview processes, order standard testing materials, arrange testing times and sites, and assist in proctoring and scoring test materials and schedules.

BUILD A GREAT COMMUNITY TOGETHER

- Coordinate pre-employment background checks, including requesting list of reference contacts from candidates, processing criminal background checks (DMV check or credit checks as applicable), scheduling fingerprint appointments, and scheduling medical exams.
- Research, compile and summarize information; prepare correspondence and a variety of reports and written materials.
- Draft employment contracts and job offer letters.
- Maintain a variety of records and files for employees and assigned human resources functions.

Classification and Compensation
- Assist with Bilingual Pay Testing and Administration
- Respond to compensation survey requests.
- Assist in updating class specifications.

Benefits Administration
- Onboard new hires: conduct benefits orientation for newly hired and promoted employees, assist with benefit enrollment.
- Update and maintain bargaining unit-specific benefits guides and respond to benefits related inquiries from employees.
- Coordinate with CalPERS and various benefit plan administrators; enroll employees and retirees in benefits, reconcile enrollment information.
- Support employee leave administration; review employee eligibility, respond to employee inquiries, draft employee letters using standard templates.
- Offboarding; meet with employees to discuss benefits/retiree benefits, Work with administrator (Navia) to prepare COBRA notices.

HR Administration/HRIS
- Enter new hires in Oracle HRIS; enroll in benefits plans, enter leave balances, enter CalPERS information.
- Enter and update employee data such as employment information, personal details and compensation information in Oracle HRIS
- Run multiple reports in Oracle HRIS and assist with audits.
- Create/Update Job Aids in JIRA related to personnel actions and leaves/benefits.
- Review and process personnel actions in Oracle; assist with review of salary changes and updates
- Assist with review of timecards
- Assist with Oracle training and Oracle module updates
- Partner with HR Analyst to configure/implement new elements including, but not limited to: benefits, codes, and pays in HRIS.
- Help troubleshoot and resolve Oracle issues

Other administrative support including but not limited to employment verifications, distribution of mail, management of office supplies, assistance with file maintenance and record retention.

BUILD A GREAT COMMUNITY TOGETHER

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain knowledge and abilities would be:

Education & Experience
- Three (3) years of office administrative or clerical support experience.
- Equivalent to graduation from high school supplemented by course work in human resources, office administration or related field.

Licenses & Certificates
The incumbent may be required to travel between various locations during their scheduled work shift.
- Possession of a valid California Driver License with a satisfactory driving record is required.

Knowledge of:
- Basic principles, terminology and practices of public agency human resources and benefits administration functions.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Microsoft Word, Excel, and other related software applications.
- Record keeping principles and practices.
- Business arithmetic.
- Business English, including correct spelling, grammar and punctuation.

Ability to:
- Prepare clear and concise reports, correspondence and other written materials from brief oral or written instructions or prior materials.
- Interpret, apply and explain personnel rules, regulations and procedures.
- Be detail-oriented and organized to keep track of multiple and varying processes.
- Build and maintain positive working relationships with the public, coworkers, and other City employees by showing courtesy, tact, empathy, concern, and politeness.
- Exhibit confidence and professional diplomacy.
- Work with minimal supervision, using time management skills to prioritize work tasks and projects in order to meet deadlines.
- Possess exceptional follow-up and follow-through skills.
- Compile, summarize and maintain accurate records and files.
- Make accurate arithmetic calculations.
- Operate standard office equipment, including a personal computer.
- Type at a net rate of 50 words per minute from printed copy.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities and meet deadlines.
- Communicate successfully with employees and the public, in person and over the telephone.

Special Instructions:

A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an

---

BUILD A GREAT COMMUNITY TOGETHER

incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

A City application and supplemental questionnaire are required to apply. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DOJ Fingerprint Check
3. DMV Check

Note: Internal candidates may be required to complete the above-mentioned requirements.

SUPPLEMENTAL QUESTIONNAIRE
HUMAN RESOURCES TECHNICIAN #25A-26
CITY OF REDWOOD CITY

_____

Please provide answers to the following questions. ***Please limit your answers to no more than 500 words.*** Failure to answer the questions will result in an incomplete application and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your office administrative, clerical or technical support experience. Be sure to include your employer's name, your official job title, length of employment and number of hours worked per week.

2. Describe your level of proficiency with Microsoft Office (Word, Outlook, and Excel). What types of tasks have you completed utilizing these programs?

3. Please describe any experience, education, and/or training related to recruitment, classification and compensation, HRIS, benefits administration, onboarding and/or leave management.

Fine Print. *[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)*

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Depending on the number of applications, the above process may be altered.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

BUILD A GREAT COMMUNITY TOGETHER