



HUMAN RESOURCES TECHNICIAN I

\$29.21 – \$35.50/Hour

Plus Excellent Benefits!

Apply by November 8, 2025

THE POSITION: Under general supervision, provides technical, paraprofessional, and clerical support in a variety of areas related to human resources administration, including recruitment and hiring, salary, benefits, payroll administration, workers compensation, safety, liability and employee development. Human Resources Technician I is the entry-level class in this series; work is usually supervised while in progress and fits an established structure or pattern. As experience is acquired, the employee performs with increasing independence.

IDEAL CANDIDATE - ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Communicates with employees, supervisors, and managers regarding a wide variety of human resources issues; answers routine questions from candidates, general public and city employees related to job opportunities, employment procedures, benefits information, disability leave, leaves of absences and policies, rules and regulations.
- Performs administrative and technical work related to employee salary and benefits programs, answers questions regarding salary and benefits and trouble shoots problems; reviews, balances, and reconciles employee benefit records; assists in the development of new employee benefits plans and in the administration of current plans in accordance with City policies, MOU's, laws and regulations.
- Assists with recruitment and selection activities; develops advertisements, screens applications for minimum qualifications, proctors written exams, schedules and coordinates exam and interview activities; responds to general inquiries regarding application status, testing dates and sites.
- Schedules, coordinates, and documents the completion of required pre-employment assessments; administers the hiring process; prepares related materials, equipment and facilities as needed for new employee on-boarding; conducts new employee orientations; completes and tracks employee enrollment into various benefit programs, the Human Resources database system, various benefit carriers, websites and a wide variety of state or federal required websites; maintains confidential records.
- Assists with processing liability and property claims; logs and processes claims, monitors claim status, maintains files, prepares correspondence from template letters, and works with department representatives to gather and compile information.
- Maintains personnel files, and a variety of personnel related files; prepares, processes, and audits personnel transaction documents; assists with tracking and processing leaves of absence and workplace accommodations; monitors and coordinates the employee performance evaluation program; maintains and coordinates position control; assists with tracking and coordinating City training programs including mandated training; assists with coordinating Workers' Compensation claims; maintains files on Cal-OSHA injury and illness reports.

MINIMUM QUALIFICATIONS

- Equivalent to an associate's degree with coursework in human resources or a closely related field. Specialized training in public Human Resources administration is highly desirable.
- Three years of clerical, office support, and/or customer service experience, preferably in a public agency or similar office.

SUBSTITUTION

- Additional directly related experience may substitute for the required education on a year for year basis. 30 semester/45 quarter units is equivalent to one year of experience.

LICENSE OR CERTIFICATE

- Possession of a valid California class C driver's license.

REQUIRED KNOWLEDGE AND ABILITIES: *The class specification identifies the knowledge and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties. Please review the class spec for the complete list of required knowledge and abilities.*

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions outlined in the class specification are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

BENEFITS:

- Medical Insurance - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.
- Retirement - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- Longevity: 2% at 5 years, 2% at 10 years, 2% at 15 years (total of 6%).
- Life Insurance - Fully City-paid life insurance of \$200,000 for employee only.
- Deferred Compensation Plan - City contributes match up to \$100 per pay period up to \$2600 per fiscal year into Deferred Compensation Plan.
- Tuition Reimbursement - Up to \$1000 per fiscal year.
- Paid Leave - 96 hours of sick leave, 14 paid holidays per year plus a birthday holiday to be taken within 30 days of birthday, and 80 hours paid vacation per year for the first five years of service, increasing over time.

APPLICATION/SELECTION PROCEDURE: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.