



Human Resources Technician

Department: Human Resources

SUMMARY: Provides clerical, receptionist, and administrative support to Human Resources management and professional staff. Serves as the primary contact for individuals contacting the Human Resources department via telephone, email, and in person. Provides human resources technical support in one or more functional human resources areas, including personnel actions, employee benefits, recruitment, and administrative support for various human resources sponsored programs.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Perform a variety of routine clerical work and receptionist duties including but not limited to filing, billing, checking and recording information on records, answering phones and transferring calls to appropriate personnel; inventory and order office supplies; maintain calendar for training and conference rooms and issue City keys and ID cards upon request.

Process and maintain employment records related to events such as hiring, termination promotions, pay changes, and other related personnel actions using human resources information system software.

Directs questions regarding benefits, payroll, policies, recruitments, workers' compensation, safety, risk, and other Human Resources related issues to the appropriate staff.

Conduct in-processing activities including e-verify and I-9 checks, payroll, tax and benefit paperwork, track fingerprint cards, identification badge set up and creation; and assemble packets for New Employment Orientation (NEO).

Enrolls or assists employees in enrollment into City offered insurances.

Perform recruitment duties such as advertisement, recruitment bulletin, job announcement board and line, applicant tracking, application review, and perform employment verifications. Schedule and administer skills/performance exams to candidates for employment.

Format and generate a variety of reports, databases, and documents; create forms and templates; maintains and updates records and documents, and maintain electronic or other filing systems.

Conduct salary surveys and perform position research.

Assists in preparing budget estimates; monitor budget expenditures and make recommendations; process invoices and submits check requisitions, process purchasing,

Coordination of assigned Human Resources programs such as tuition reimbursement, CDL/random drug testing, performance management, employment store, record retention, and benefits program and assist with employee programs and special events.

Assist with benefits administration, FMLA designation requests, open enrollment, and a variety of Human Resources programs.

Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, forms, copy, notes, or verbal instruction.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

Office methods, rules, and policies.

Human resources and personnel practices, health benefits; City's policies, practices, and procedures.

File and record management.

Report writing.

Operation of a human resources office; employment laws and confidentiality of information

Skill in:

Operating a personal computer utilizing standard software such as Microsoft Office and office equipment; proficient typing.

Data entry and use of electronic databases.

Maintaining appropriate records and compiling information for reports.

Communicating with the use of proper grammar and telephone etiquette.

Creating forms and templates.

Facilitation and presentation of information to individuals and groups.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate's degree and four (4) years paid full time *clerical or administrative support experience, one (1) of which included working in a human resources office and with electronic databases OR an equivalent combination of education and experience.

*Experience as a Teller, Cashier or Sales Clerk shall not be considered office appropriate experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: 04/04/2015