



## HUMAN RESOURCES TECHNICIAN I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under immediate supervision (I), general supervision (II), performs paraprofessional technical work in the areas of recruiting and testing, classification, compensation, and other areas of personnel management; gathers, evaluates, and analyzes a wide variety of data and information; and performs related duties as required.

### **CLASS CHARACTERISTICS:**

**Human Resources Technician I** is the entry and training class of the series. Incumbents work under immediate supervision while performing the less complex office and paraprofessional technical work and routine assignments that become increasingly complex over time and require less supervision as additional skills and abilities are acquired. This class is alternately staffed with Human Resources Technician II. After acquiring appropriate experience and demonstrating proficiency as a Human Resources Technician I an incumbent may flex up to a Human Resources Technician II.

**Human Resources Technician II** is the fully experienced journey level class of the series which requires performance of more difficult tasks requiring a working knowledge of District Civil Service Rules and policies; fundamental principles and practices of public personnel management; federal and state regulations governing wages, labor relations, leaves, and equal opportunity employment; and the ability to apply that knowledge in a variety of circumstances. This class is distinguished from the Human Resources Officer position in that the latter has overall responsibility for development and administration of the District's Human Resources programs.

### **ESSENTIAL FUNCTIONS:** *(includes but are not limited to the following)*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

- Assist in the planning and provide support for recruitment activities for a wide variety of clerical, trades, technical, paraprofessional, professional, safety, supervisory and managerial job classes.
- Modify and update job announcements, brochures, advertisements, and correspondence based on input received from divisional management and supervisor staff.
- Review and evaluate employment applications for minimum employment standards; contact candidates and schedule appointments; prepare and send out notices in accordance with Civil Service Rules pertaining to recruitment activities.
- Assist in the development and preparation of written and oral performance exams, by inputting both qualitative and quantitative data into various software programs in support of District recruitment, benefit, and payroll functions.
- Update and make revisions to a variety of personnel forms and documents using both verbal and written information obtained from interviews, staff reports, position description questionnaires, job descriptions, and board letters.

- Gather, organize, and prepare salary and benefit reports data from a variety of sources including but not limited to websites, phone interviews, and published studies.
- Complete special projects relating to a variety of labor relations, risk management, and personnel management activities including coordinating the districts' monthly safety program, maintaining the complaint database, and tracking staff evaluations and office inspections.
- Explain APCD policies and procedures, Civil Service Rules, and Memoranda of Understanding to APCD employees and managers, members of the public, and applicants.
- Provide support for labor relations activities including collecting data, preparing reports, taking minutes, and responding to information requests.
- Prepare, coordinate, and conduct new hire orientations; gather and assemble required information for input into HR and Payroll software and placement in confidential personnel and medical files.
- Prepare and distribute documents related to APCD benefits programs and open enrollment; record and update employee benefit coverage records; compile benefit data and prepare summary reports.
- Prepare and send out notices required under State and Federal regulations including Workers' Compensation, Family and Pregnancy leaves, COBRA, and Medicare.
- Track employee leave time under state and family leave regulations.
- Reconcile bills from service providers to APCD service records and prepares claims for payment; work with APCD employees and insurance companies to facilitate resolution of problems; prepare agendas and takes minutes for group health committees, labor management collaborative groups, and negotiations with bargaining groups.
- Performs a variety of clerical tasks including typing and/or data entry, proofreading, filing, editing, and office machine operation; answers phones and routes calls; greets guests and provides information requiring an understanding of department policies and procedures; opens and routes mail; identifies office supply needs and orders supplies and equipment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Fundamental principles and practices used in public personnel management including job and position analysis, recruitment and selection, affirmative action, classification, compensation, employee and labor relations, complaint investigations, compensation and employee benefits, performance planning and appraisal, negotiating techniques and costing, modern trends in human resource program development.

Principles of organizational and administrative research, analysis and methodology report writing methods and practices, management and organizational analysis and design.

A general knowledge of State and Federal laws, regulations and standards pertaining to equal employment opportunity, fair labor standards, affirmative action, labor relations, employee benefits, Workers' Compensation, and safety.

**Ability to:**

Organize and compile data related to human resource issues; maintain confidentiality of information contained in employee personnel files, medical files, and disciplinary meetings; exercise sound independent judgement and initiative within established guidelines; interpret APCD rules, policies and procedures and applicable local state and federal legislation; exercise tact and diplomacy in dealing with sensitive and complex personnel issues and employee situations.

Communicate effectively orally and in writing; plan, organize, and carry out semi-complex studies and projects; prepare clear, complete, and technically accurate reports correspondence, analytical studies and other written materials using standard office and computer equipment; compile and organize a variety of data for presentation; work effectively with various governmental agencies, private firms, and the general public; analyze situations and take effective action; respond constructively to conflict and develop effective resolutions.

**Skill to:**

Operate an office computer and a variety of word processing, data management and other software applications.

**QUALIFICATION GUIDELINES:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

**Human Resources Technician I:** Equivalent to an Associate Degree in Human Resources, public administration, psychology, closely related technical field, OR two years performing high level semi-complex administrative support OR any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

**Human Resources Technician II:** One year of experience performing duties equivalent to a Human Resources Technician I with the APCD; or any combination of training, education, and/or experience that would provide the required knowledge, skills, and abilities.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 10 pounds also is required.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain and maintain a Class C California driver's license and a satisfactory driving record.

FLSA: Non-Exempt  
Confidential/Unrepresented, Unit 32

Adopted: