

SENIOR HUMAN RESOURCES TECHNICIAN

Salary Range 24: (Confidential Salary Schedule)

DEFINITION

To perform the more complex administrative and technical duties in support of a variety of human resources programs, including employee relations, labor relations, workers compensation, benefit and payroll administration, classification and compensation, recruitment and selection, and training and development, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Technician is the advanced journey level in the Human Resources Technician class series. Positions at this level are distinguished from the Human Resources Technician classes by the level of responsibility assumed, complexity and breadth of duties assigned, the ability to make decisions independently, and the ability to work under minimal direction. Employees perform the most difficult and responsible types of duties assigned to classes within the Human Resources Technician series and may provide technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION EXERCISED AND RECEIVED

The incumbent reports directly to the Human Resources Manager and provides direction and supervision to assigned technical and administrative support personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Performs the most complex work related to all areas of functional responsibility, including researching, reviewing, and responding to a variety of technical questions related to human resources programs.
- Compiles, tracks and analyzes a variety of technical data; prepares correspondence, statistical and administrative reports and other documents.
- Reviews workers' compensation claims; assists City employees' with the workers' compensation process, researching and responding to questions; oversees tracking and communication with departments regarding the status of claims; and maintains communication with doctors and the third party administrator as needed.
- Oversees recruitment and selection process; prepares job announcements and advertisements; reviews applications for minimum qualifications; coordinates notification of candidates for all steps in the selection process; administers examinations; coordinates oral board panels; scores and ranks applicants; oversees the coordination and scheduling of pre-employment exams and background checks; oversee new employee orientation; tracks and reports applicant demographics; prepares offer letters of employment; and prepares Equal Employment Opportunity reports as requested.
- Researches and responds to a variety of questions regarding wages, benefits, policies,

procedures, and labor contracts.

- Prepares staff reports and resolutions for City Council.
- Assists with developing new job specifications, reviewing reclassification requests, and conducting salary surveys.
- Participates in the meet and confer process with employee groups; takes detailed notes for employee investigations and negotiations.
- Gathers information regarding disciplinary actions; prepares and disseminates disciplinary documents, and monitors appeal deadlines.
- Coordinates and tracks employee training; sends reminder notification to managers and supervisors as needed.
- Oversees preparation of personnel actions, ensuring accuracy and timeliness.
- Addresses complex questions regarding employee benefits; monitors maintenance of various benefit plans including health dental, vision, life, AD&D, deferred compensation, flexible spending, and retirement.
- Monitors and assists with the HR Division budget.
- Oversees FMLA requests ensuring proper forms are disseminated timely and tracks data.
- Maintains awareness of pertinent legislation, trends and issues in human resources; attends meetings and serves on committees as appropriate.
- Performs general administrative work related to assigned duties including establishing and maintaining files, preparing reports and correspondence, copying and filing documents, and entering computer data, etc.
- Responsible for backup to Payroll on all processes and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

- City organization and functions; laws, rules and regulations governing human resources, payroll, and labor relations activities
- Principles, practices, and techniques of public human resources, including recruitment, selection, classification, compensation, payroll, employee relations, benefits, workers compensation, training, and labor relations
- Contemporary trends and practices of human resources operations
- Principles and methods of position classification, examination development, job analysis and organization in the public sector; accepted practices to determine job content, evaluate complexity and difficulty of job duties, and identify required skills, knowledge and abilities
- Basic principles and practices of public sector labor relations administration including interpretation and application of negotiated agreements, employer employee relations practices, meet and confer obligations and progressive discipline
- Applicable federal, state and local laws and regulations and precedent court decisions regarding equal employment opportunity, employee health and safety, collective bargaining and labor relations
- Applicable federal, state and local employment compliance requirements and precedent court decisions including but not limited to the Civil Rights Act, Americans with Disabilities

Act, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Fair Labor Standards Act, Age Discrimination in Employment Act, and Worker's Compensation

- Applicable federal and state payroll tax laws, payroll systems and legal requirements

Ability to:

- Perform the most complex and difficult technical duties related to the administration of human resources programs
- Establish and maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to human resources policies and programs
- Assist with the preparation and administration of the division budget
- Use computer technology and applications in the performance of daily activities
- Prepare and present clear, concise and logical written and oral reports
- Utilize discretion in the handling and disclosure of confidential information
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials
- Exercise sound independent judgment within established guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Perform complex technical research, and prepare and analyze technical and administrative reports, statements and correspondence
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations
- Communicate clearly and concisely, both orally and in writing
- Represent City policies and programs with other governmental agencies and the general public as directed
- Supervise, train, and evaluate, technical and administrative support personnel
- Use tact, initiative and independent judgment within established procedural guidelines.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

One year of full-time experience equivalent to a Human Resources Technician II with the City of Rocklin, or three (3) years of increasingly responsible technical personnel or human resources experience preferably in the public sector.

Education Substitution:

An Associate of Arts degree from an accredited college or university with major coursework in human resources, public or business administration, or a closely related field may be substituted

for one year of the required experience.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

Working Conditions:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.