



HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible administrative support duties in Human Resources. This position is confidential as defined by the Meyers-Milias-Brown Act.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Assist in recruitment and selection process, including development of job announcements and placement of ads in newspapers and professional journals.

May assist in applicant screening, scheduling interviews, development of oral interview questions, administering tests and preparing eligibility lists.

Develop and maintain systems to ensure all human resources materials and documents are accurate and up-to-date including job descriptions, salary charts, benefit information, employee demographics, templates and forms used for employee compensation and benefit information.

Assist in development of policies, procedures, forms and practices to improve Human Resources operations and efficiencies.

Coordinate employee events both on and off site.

Prepare invoices and coordinate petty cash disbursements.

Perform data entry and use a variety of computer software programs.

Complete special projects as assigned.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Computer software such as Word, Excel, mail merge and related programs.

Techniques used in dealing with staff, the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter and tabulate data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Plan and organize work to meet schedules and timelines.

Collect data and present findings. Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA/AS and continuing college education in public administration, business administration or related field and two (2) years' experience in an office/administrative environment. Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents



Human Resources Assistant Job Classification

Revised April 7, 2017

Page 3 of 3

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

