

HUMAN RESOURCES TECHNICIAN

SALARY: \$4,558 to \$6,108 monthly (26 pay periods annually)

FINAL FILING DATE: **Open Until Filled.** The first review of applications will be **April 17, 2019**. Applications received by that date will be given first consideration.

IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.

THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of **Human Resources Technician** in the Human Resources Department. The normal work schedule is Monday through Friday, 8 –5 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

DEFINITION

To perform a variety of responsible technical duties in support of human resources functions including recruitment and selection, benefit administration, payroll administration and training; to receive and respond to questions and inquiries from the public, other City departments and outside agencies; and to assist with a variety of special projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Manager or Assistant Human Resources Director.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Perform technical human resource activities related to compensation, recruitment, benefits administration, payroll, and training.
- Assist in the recruitment process; develop and post job announcements; review and screen applications; work with departments to develop and administer selection tools including written, and oral examinations and assessment centers; develop eligibility lists.
- Provide new employee orientation, ensuring completion of required paperwork; respond to employee questions regarding benefits and City policies and procedures; conduct exit interviews with department employees.
- Participate in the administration of City benefits including the City's open enrollment process, making changes to employee benefits, and receiving and responding to questions regarding benefits.
- Prepare, present or coordinate for the conduct of mandatory and non-mandatory training for City staff; develop, promote, and present training promotional materials and respond to inquiries regarding available training; set-up and manage users in learning management system; track training; provide advice to other City departments and troubleshoot system issues.
- Participate in the development of the City's volunteer program; maintain volunteer website and work with community groups looking for volunteers and provide advice on the use of the City's volunteer website and program activities; coordinate activities for the City's Volunteer Action Team; organize and coordinate volunteer recognition activities; assist City departments with volunteer recruitments and tracking.
- Conduct ergonomic assessments for City employees; make recommendations and oversee implementation regarding ergonomic solutions.
- Ensure the City is in compliance with Cal-OSHA and Fed-OSHA regulations; research, recommend, and implement policies, procedures and training to comply with adopted regulations.

- Develop and present new training materials; ensure compliance with mandated training.
- Monitor the use of City employee leave, ensuring the correct coding of leave; coordinate with payroll for changes and corrections; run reports of excessive leave usage; receive, and review leave without pay to ensure compliance with City policies and procedures.
- Monitor temporary employee and retiree annuitant hours to ensure maximum hours are not exceeded and that employees are enrolled/unenrolled in benefits based on hours worked.
- Administer the City's performance evaluation system, tracking and reporting when performance evaluations are due; provide advice to supervisors and managers on the use of the City's performance evaluation system.
- Create and promote wellness initiatives, including wellness topics, wellness seminars and wellness challenges; oversee and promote the City's Wellness Center; oversee and maintain exercise facilities.
- Respond to requests for documentation related to human resources and risk management activities; assist employees and departments with the interpretation of City policies, procedures, and MOU language.
- Maintain and update HRIS system to reflect step increases and certification pay; audit payroll input and prepare a variety of payroll related reports for internal and external purposes.
- Perform technical duties related to area of assignment including interpreting, analyzing, and determining compliance and acceptance of information and materials; prepare documentation of results.
- Perform data collection, compilation and analysis in the conduct of studies, special projects, administrative, and human resources related functions; prepare draft reports and technical documents.
- Assist with selection activities; develop and post job announcements; assist department managers with the selection of interview questions; coordinate and participate on interview panels.
- Compile and develop information for special studies and reports from a variety of resources; complete various special projects that include the coordination, research and development of systems and procedures.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of human resources administration, policies and procedures.
- Practices and techniques of benefit administration, recruitment and selection, training and payroll administration.
- Ergonomic standards and assessments.
- Cal-OSHA and Fed-OSHA rules and regulations.
- Applicable federal and state fair employment laws, rules and regulations.
- Principles of effective customer service.
- English usage, spelling, punctuation and grammar; business correspondence.
- Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.

Ability to:

- Interpret and apply policies, laws and rules related to the administration of human resources programs.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret, apply and explain rules, regulations and laws.
- Maintain confidentiality of work.
- Plan, coordinate and organize work to meet deadlines that includes accuracy, thoroughness, and attention to detail.
- Compile and maintain complex and extensive records to include statistical records; complete staff reports for oral and written communications.
- Work with sensitive and confidential information.

- Review documents for completeness and follow appropriate steps for the retention of records, files and documents.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Either:

1. Experience:

Two years of responsible clerical/administrative support; public agency experience in human resources or risk management is preferred.

AND

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college preferably with college course work in human resources, business administration, risk management or a related field. Two years of related work experience can substitute for an Associate's Degree.

Or:

2. Training:

A Bachelor's degree or higher from an accredited college or university, preferably in human resources, business, public administration, finance, social sciences, behavior sciences, or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

SUPPLEMENTAL QUESTIONNAIRE

1. Your responses to questions 3-8, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.

- ☐ Yes
- ☐ No

2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.

3. Please identify your highest level of education:

- ☐ High school diploma
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree or higher

4. Do you wish to be considered for an Associate's degree equivalency (i.e., 60 units, which include 18 units in a major field of study and 21 units in general education)?

- ☐ Yes - attach a copy of your college transcripts to your application
 - ☐ No
5. How many years of paid human resources experience do you have explaining policies and procedures, providing training, tracking, reviewing and/or preparing documentation/reports pertaining to various human resources activities (such as, recruitment, hiring, benefits administration, payroll/personnel transactions, etc.)?
- ☐ None
 - ☐ < 2 Years
 - ☐ >2 and < 4 Years
 - ☐ 4 or more years
6. Identify each of the human resources activities below which you have at least one year of experience performing:
- ☐ Recruitment
 - ☐ Hiring/onboarding
 - ☐ Benefits administration
 - ☐ Payroll/master data entry
 - ☐ Leave administration (e.g., FMLA/CFRA/PDL notification, SDI integration)
 - ☐ ADA Interactive Process
 - ☐ Recognition
 - ☐ Performance management
 - ☐ Safety
 - ☐ Workers compensation
 - ☐ Classification
 - ☐ Labor relations
 - ☐ Training
7. List any human resources related certifications you possess.
8. Do you have experience performing human resources duties in a public agency (i.e., Federal, State, County, City or Special District)?
- ☐ Yes
 - ☐ No

Please list the names of employers where you obtained the experience.

9. List specific software/applications you are proficient in using.
10. Please describe the most memorable customer service experience you created (no more than 5 sentences).

SELECTION PROCESS

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.