



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

CONTRACT HUMAN RESOURCES TECHNICIAN

#24B-19

1 YEAR LIMITED TERM POSITION
(30 – 40 HOURS PER WEEK)
Flexible work schedule available

SALARY:
\$48.69/ hour + benefits

*Interested in joining the
Redwood City team?*

Recruitment Open Until Filled.
To be considered in the first
application review, click and submit
application here via CalOpps.org by
Friday, 8/9/24.

*A City application including resume and
supplemental questionnaire is required.
(Opened July 19, 2024)*



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by core values of **excellence, integrity, service inclusion, and innovation**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career or make valuable contributions as a part of a public sector HR team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE TEAM

The Redwood City Human Resources Department is a high-functioning and collaborative team that values excellent customer service, problem solving, and maintaining a positive work culture. We are a tight-knit group of caring professionals who are thoughtful, curious, and creative. We value an inclusive and supportive team environment with open communication and have made it our mission to provide the best Human Resources support and services to our City teammates.

ABOUT THE POSITION

The Contract Human Resources Technician position is a one year limited term position. This is an excellent opportunity for a motivated individual looking to grow their career within a dynamic team of HR Professionals. Under the supervision of a Senior Human Resources Analyst, the Human Resources Technician provides generalist support for a variety of human resources functions. This position will primarily work supporting Recruitment and Selection and Class & Compensation, and will also provide support in other areas of human resources administration such as benefits, and/or administration.

For the duration of this contract, the Human Resources Technician will also cross-train with the current Technician dedicated to benefits administration and will provide backup support in this area as needed. This is a great opportunity to contribute to an organization during an exciting time, gain experience performing a wide variety of HR functions, and grow your career in public sector human resources.

Performs a variety of paraprofessional and office administrative work related to employee recruitment and selection, classification and compensation, benefits, and other human resources functions for City departments.





BENEFITS INFORMATION

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS), employee paid contribution (2% @ 60) for current members, (2% @ 62) for new members.
- Health insurance provided by the City through the California Public Employees Retirement System. The City will pay 90% of the premium for the plan selected by the employee, up to the Kaiser Employee-only rate.
- Paid Sick leave: In compliance with City of Redwood City Administrative Policy #48.
- State Disability Insurance – State disability shall be deducted from contract employee's biweekly compensation.
- Mileage Reimbursement – Reimbursed at the prevailing IRS rate for travel and authorized by the City.

Selection Process

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. The most highly qualified applicants will be asked to participate in the testing process, which will consist of an interview with the Human Resources Department. First round of interviews are **tentative scheduled for the week of August 19, 2024**

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Department upon submittal of application.

Some duties may include:

Recruitment and Selection

- Provide support for administration of recruitment and selection processes; prepare job announcements, advertisements, application forms, selection materials, applicant notices, eligibility lists and certification documents, using draft or revise previously prepared materials required for employee recruitment and selection.
- Assist with examination processes; coordinate oral interview processes; order standard testing materials; arrange testing times and sites; and assist in proctoring and scoring test materials and schedules.
- Coordinate pre-employment background checks, including requesting list of reference contacts from candidates, processing criminal background checks (DMV check or credit checks as applicable), scheduling fingerprint appointments, and scheduling medical exams.
- Research, compile and summarize information; prepare correspondence and a variety of reports and written materials.
- Draft employment contracts and job offer letters.
- Maintain a variety of records and files for employees and assigned human resources functions.

Class and Compensation

- Assist with Bilingual Pay Testing and Administration
- Respond to compensation survey requests.
- Assist in updating class specifications.

Benefits Administration

- Entering leave balances and entering CALPERS information into HRIS system.
- File COBRA participants on employee's personnel file and reconcile Navia COBRA participants.
- Enter in separating employees to Navia's website in preparation for COBRA.

HR Administration

- Complete employment verification
- Mail Distribution and Manage Office Supplies
- Assist with Record Retention

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

- Three years of office administrative or clerical support experience.
- Equivalent to graduation from high school supplemented by course work in human resources, office administration or related field.



Licenses & Certificates

The incumbent may be required to travel between various locations during their scheduled work shift.

- Possession of a valid California Driver License with a satisfactory driving record is required.

Knowledge of:

- Basic principles, terminology and practices of public agency human resources and benefits administration functions.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Microsoft Word, Excel, and other related software applications.
- Record keeping principles and practices.
- Business arithmetic.
- Business English, including correct spelling, grammar and punctuation.

Ability to:

- Prepare clear and concise reports, correspondence and other written materials from brief oral or written instructions or prior materials.
- Interpret, apply and explain personnel rules, regulations and procedures.
- Be detail-oriented and organized to keep track of multiple and varying processes.
- Build and maintain positive working relationships with the public, coworkers, and other City employees by showing courtesy, tact, empathy, concern, and politeness.
- Exhibit confidence and professional diplomacy.
- Work with minimal supervision, using time management skills to prioritize work tasks and projects in order to meet deadlines.
- Possess exceptional follow-up and follow-through skills.
- Compile, summarize and maintain accurate records and files.
- Make accurate arithmetic calculations.
- Operate standard office equipment, including a personal computer.
- Type at a net rate of 50 words per minute from printed copy.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work, set priorities and meet deadlines.
- Communicate successfully with employees and the public, in person and over the telephone.

Special Instructions:

A City application and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

A City application and supplemental questionnaire is required to apply. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

1. Criminal History Check
2. DOJ Fingerprint Check
3. DMV Check

Note: internal candidates may be required to complete the above-mentioned requirements.



**SUPPLEMENTAL QUESTIONNAIRE
CONTRACT HUMAN RESOURCES TECHNICIAN #24B-3
CITY OF REDWOOD CITY**

Please provide answers to the following questions. ***Please limit your answers to no more than 500 words.*** Failure to answer the questions will result in an incomplete application and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your office administrative, clerical or technical support experience. Be sure to include your employer's name, your official job title, length of employment and number of hours worked per week.
2. Please describe why you are interested in working in this Human Resources Technician position with the City of Redwood City.
3. Describe your level of proficiency with Microsoft Word, Microsoft Outlook, and Microsoft Excel. What types of tasks have you completed utilizing these programs?
4. (Optional) Please describe any experience, education, and/or training related to recruitment, human resources (HR), or public sector.

Fine Print. *The City of Redwood City is proud to be an Equal Opportunity Employer!*

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Depending on the number of applications, the above process may be altered.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.