

HUMAN RESOURCES TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general direction of the Human Resources Manager, coordinates administrative tasks for human resource programs including: recruitment and selection, labor relations, benefits, retirement plan administration, classification and compensation, and data collection and analysis. Distributes a wide variety of personnel and employment policy information, processes claims and coordinates communication.

DISTINGUISHING CHARACTERISTICS

This is a part-time, confidential position requiring significant administrative and technical skills and a generalist background in Human Resources programs and services. This position requires knowledge of the concepts of personnel administration as well as the ability to interface with a variety of employees and members of the public.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Human Resources Manager.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Acts as technical support to the Human Resources Manager including reviewing personnel actions for adherence to personnel rules and collective bargaining agreements and assisting employees and supervisors with human resources transactions.
2. Works with hiring supervisors to develop recruitment strategies and materials; organizes, coordinates, and conducts examinations, interviews; checks references and performs background checks. Communicates frequently with applicants in person, on the phone, and in writing.
3. Researches, compiles, and summarizes a variety of information and statistics and prepares reports on a variety of issues including collective bargaining negotiations. Prepares correspondence and a variety of reports and written materials.
4. Coordinates medical examinations and drug screenings, reviews results and recommends actions.
5. Provides assistance regarding worker's compensation; processes forms and payment invoices; maintains contact with and provides information to insurance carriers.
6. Coordinates, modifies, and presents new employee orientation program.
7. Conducts job analyses of individual positions; makes allocation recommendations; prepares initial drafts and revises job descriptions.
8. Gathers and compiles salary information and responds to salary surveys; reviews payroll and personnel documents for compliance with established procedures.
9. Provides assistance on employment related issues to departments, employees, applicants and the public; explains human resources related laws, policies and procedures.

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10. Uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to visit City work sites and attend meetings.
11. Performs work with a record of regular attendance and punctuality.
12. Performs related work as assigned by the Human Resources Manager.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of public human resources administration including recruitment practices, classification, compensation, training, benefits, retirement plans, and labor relations
- Applicable federal and state employment laws, policies and procedures
- Computer/Human Resources Information Systems practices
- Methods and techniques of research and analysis
- Business arithmetic
- Correct English, including spelling, grammar and punctuation
- Standard office practices and procedures

Skill in:

- Collection and compilation of information and data
- Use of computers and software for information management, making presentations, maintaining databases, performing word processing, and constructing spreadsheets
- Conducting effective personal and panel interviews
- Test development and validation
- Establishing and maintaining cooperative working relationships with employees applicants, and the public
- Interpretation and explanation of personnel laws and procedures to employees and the public
- Development of computerized spreadsheets and reports

Ability to:

- Prepare clear and concise reports
- Communicate effectively, both orally and in writing
- Effectively present ideas and recommendations
- Perform duties with initiative and judgment and to use resourcefulness and tact in contact with employees and the public
- Organize, assemble, and utilize numerical, financial or other information relating to personnel programs assigned.
- Establish and maintain effective working relationships
- Analyze situations and data and draw logical conclusions
- Coordinate and organize employment related events

Education and Experience Guidelines

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

Education:

Associates degree in Human Resources, Business Management, or a related field.

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Human Resources certification preferred.

Experience:

Two years of responsible experience in the administration of Human Resources programs and services such as recruitment and selection, classification & compensation, labor relations, and benefits.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.