

CITY OF BELMONT 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.

DEFINITION

Under the general direction of the Director, supports the human resources function by providing administrative and technical support the recruitment, employee benefits, training, worker's compensation, special projects and other personnel functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Director. May exercise supervision over casual or temporary support staff.

ESSENTIAL FUNCTION STATEMENTS -- *Essential responsibilities and duties may include, but are not limited to the following:*

1. Performs daily coordination, direction and administration for recruitment advertising, candidate correspondence, preparation and distribution of job announcements, coordination of testing and selection processes, administering and scoring exams and establishing employment lists, and new hire orientations.
2. Performs routine benefit coordination, advising employees of benefit coverage, assisting with the coordination of open enrollment and other changes to benefit elections, ensuring that proper forms and documents are completed. Answers employee questions and provides referrals to plan sponsors as appropriate.
3. Gathers and/or researches compensation and benefits information in support of labor negotiations or other special requests.
4. Responds to telephone calls and office visitors and provides information regarding employment to the public and other agencies.
5. Opens, reviews and directs department correspondence and messages for proper routing.
6. Participates in employee committees, regional meetings and local associations in support of establishing and improving programs, policies and procedures in recruitment, employee recognition, benefits and training.
7. Prepares department payments for expenses; provides input in the budgeting process.
8. Coordinates enrollment in internal and external training opportunities and the tuition reimbursement program.
9. Reviews, processes, organizes and files general correspondence, personnel action documentation, worker's compensation correspondence and employee benefits paperwork and other confidential information; establishes and maintains central human resources records (including personnel files, benefits, disciplinary, medical and other confidential files).

QUALIFICATIONS

Knowledge of:

Operations, policies, procedures and functions of city government; laws, rules and regulations effecting municipal human resources administration, principles and practices of human resources management including worker's compensation, recruitment and staffing, performance management, employee benefits, personnel records, and labor relations; problem and conflict resolution methods.

CITY OF BELMONT

Human Resources Technician (contd)

Ability to:

Manage projects by effectively scheduling, coordinating and communicating with others verbally and in writing.
Establish and maintain positive working relationships with all levels of city employees and elected officials.
Assist in the development and administration of department goals, objectives and procedures.
Make sound decisions in complex and difficult project work and manage available resources.
Present and explain complex information in an understandable way to others.
Learn, apply and interpret policies, procedures and guidelines.
Coordinate details and arrangements for recruitment, benefits and training functions.
Coordinate and proctor testing processes.

Experience and Training 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:

Possession of a bachelor's degree in public administration, business administration or human resources management from an accredited college or university or completion of a specialized certificate program; and

Experience:

Five years of increasingly responsible administrative support or human resources experience.

ADA SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities:

Ability to stand, walk and work long periods of time in a seated position. Ability to speak clearly and understandably. Exposure to computer screens and other office equipment.