


<b>JOB DESCRIPTION</b>	
City of Patterson  Human Resources	<b>HUMAN RESOURCES TECHNICIAN</b>

**JOB SUMMARY**

*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.*

Under general supervision, performs a variety of specialized, complex, technical and administrative duties within the City’s Human Resources Division; provides advanced office support to various Human Resources functions including, but not limited to the following specialized areas: recruitment, personnel actions, position control, classification, compensation, benefits administration, labor relations, confidential data management and general administration; provides information and assistance to staff and the public; coordinates Human Resources related events and activities; provide clerical duties, as required, assists with projects and special assignments as requested by professional and management staff; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Human Resources; may also receive guidance, instruction, and training from Human Resources Analyst.

This position does not routinely exercise supervision.

**ESSENTIAL DUTIES**

*Typical essential duties may include, but are not limited to, the following:*

Performs a wide variety of complex and responsible, technical, administrative, and confidential support duties for the Human Resources division.

Assists with the recruitment process; coordinates and schedules panel members and applicants for oral boards and assessments.

May assist with the preparation of standard advertising and obtaining cost quotes; prepares and distributes routine flyers, brochures, and announcements.

Assists applicants with process-related questions; sends correspondence to applicants.

Prepares for oral and written examinations and related arrangements; notifies participants, room setup and breakdown; prepares required materials; helps monitor written examinations, and assists the examination proctor as needed.

Coordinates and schedules post-offer pre-employment physicals, drug screens, DOJ Livescan services, and new employee onboarding and paperwork.

Receives and logs employee health-related benefits enrollment and change documents; maintains employee benefits data by entering new enrollments and changes into the benefits system database as assigned; reviews and audits benefit provider enrollment reports and reconciles to the Human Resources database; identifies enrollment status errors and notifies providers of needed corrections.

Assists with planning, coordinating, and implementing departmental related events such as job fairs, health and wellness events, employee appreciations, and other activities as assigned.

Provides general administrative and technical support to Human Resources including preparation of routine documents, correspondence, memoranda, and status reports; research, compiles, and organizes information from various sources as requested.

Develops and maintains various departmental related lists, logs, and databases; prepares summary reports and files.

Proofread and review documents for accuracy, completeness, and compliance within established guidelines, and procedures.

Responds to general inquiries from the public, and staff regarding human resource functions, policies, and procedures; refer more complex inquiries as appropriate.

Maintains confidential files and personnel records.

Creates employee ID cards.

Updates human resources web page.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Fundamental principles, practices, procedures, and terminology of public sector human resources administration; basic functions and structure of a municipal organization; basic methods of administrative research, data collection, and compilation; federal, state, and local laws, rules and regulations pertaining to public sector human resources administration; basic mathematics, and statistical concepts; standard office practices, and procedures including business letter writing, document formatting and preparation; correct English usage, including spelling, grammar, punctuation, and vocabulary; operation of standard office equipment including computer software and specialized applications used in personnel administration, including databases, spreadsheets, and word processing; methods, and techniques for record keeping and filing; and proper methods and techniques for telephone and in-person customer service and etiquette.

**Ability to:** Perform a variety of clerical, technical and administrative duties in support of the Human Resources Division; maintain confidentiality; understand, interpret, and apply general administrative and departmental policies, and procedures; read, understand, interpret, and apply rules, regulations, and laws; organize, prioritize, and follow-up on work assignments; understand and implement oral and written instructions; communicate clearly and effectively, both orally and in writing; organize, research, and maintain office records, files, and reports; independently compose correspondence and other documents; collect, compile, compare, and reconcile data; perform mathematical computations and basic statistical calculations; operate a variety of office equipment, including computers; use initiative, and exercise good judgement, within established guidelines; establish and maintain effective working relationships with those contacted in the course of the work.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

## **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

**Education:** Possession of an Associate's Degree from an accredited two-year college or university with major course work in human resource management, business or public administration, industrial relations, or a related field. Additional Human Resources work experience may substitute for the education requirement.

**Experience:** Two (2) years of progressively responsible technical or administrative experience in a Human Resources Department or performing personnel administrative duties. Preference will be given to applicants with public sector human resource experience.

**License or Certificate:** Possession of a valid Class C California Driver's License.

## **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; maintain attention to detail in a dynamic environment; understand, interpret, and explain department policies and procedures.

**Physical Requirements:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and repetitive hand movements in the performance of daily activities. The position also requires a full range of vision and the ability to hear and speak for performance of detailed duties and provision of customer service on the phone and at the counter.

**Environmental Conditions:** The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. The essential duties of the job are performed in a temperature-controlled office environment.

**FLSA Status:** Confidential – Non-Exempt

**Established:** November 2023

**Approved:** December 5, 2023