



Job Title: Sr. Human Resources Technician  
Department: Human Resources  
Date: May 30, 2019  
 Non-Exempt  Exempt  
FLSA Exemption: Administrative  
Job Reports to (title): Manager, Human Resources  
Pay Grade: 5  
 Full Time  Part Time

## Job Description

### Summary/Objective

The mission of the Human Resources department is to attract, retain, and develop a highly-skilled and competent work force so that City departments can provide outstanding services to the citizens of San Jacinto.

This position performs a variety of administrative tasks to support the human resources department; answers basic employee questions about human resources policies and benefits. Supports the organization by assisting in administration of human resources programs. Assists in the creation, organization and maintenance of human resources forms and documents.

Under direct supervision of the Human Resources Manager, the Sr. Human Resources Technician assists in implementing various programs and functions of the department. This position provides technical, and administrative support related to all programs and activities of the City's Human Resources function. Makes recommendations to enhance the effective use of resources to improve organizational productivity and customer service; provides support in all Human Resources areas; assists in coordinating the City's risk management activities and special projects; and performs other related work as required.

Handles basic issues and problems, and refers more complex issues to the Human Resources Manager. Possesses basic knowledge of Human Resources subject matter. This is an experienced level classification that assists with facilitating the City's Human Resources activities, including recruitment and selection, preparation for new hire orientation, employee benefits, compensation and benefits administration, workers' compensation, document management and office organization duties. Successful performance of the work requires a professional Human Resources and administrative support background as well as strong organizational skills.

## Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Performs routine assignments in support of recruitment and selection programs: assists in preparing and updating job announcements and job postings, updates the City's Government Jobs website and Human Resources bulletin board notices; screens applicant qualifications, answers applicant and candidate questions regarding City employment; generates notices to applicants; creates lists of qualified candidates; maintains employment recruitment files; schedules interviews and conference rooms; and prepares interview books for interview panels.
2. Routes personnel request forms to obtain required signatures; prepares open recruitment folders and provides assistance in opening recruitment and preparing job announcements; assists in maintaining the NeoGov applicant tracking software; enters data and verifies data input; performs system administration duties including preparing monthly reports; generates statistical reports or other recruitment reports; troubleshoots system problems.
3. Schedules testing and other testing arrangements; proctors the administration of written and other tests; scores tests; and creates lists of eligible candidates.
4. May assist in the distribution of offer letters, scheduling new hires for background and per-employment physical; may conduct education, certification and reference checks.
5. Assists in the coordination of new hire orientation; assembles new hire information packets; schedules new employees for orientations and may conduct part or all of the orientation.
6. Assists in monitoring the performance evaluation program; tracks due dates for all performance evaluations; sends reminder notices to supervisors; sends out employee 90-day memo's; logs, routes and obtain signatures for evaluations; tracks merit increases, promotions and separations; provides necessary information to payroll; identifies delinquent evaluations and notifies appropriate supervisor to ensure timely completion.
7. Coordinates the City's Human Resources Laserfiche document achieve program; sets up and maintains a structure of organizing Human Resources related documents, schedules retention and ensures proper record keeping for expired City documents; scans and uploads appropriate documents and prepares for the destruction of original documents once stored in the Laserfiche database.
8. Assists in processing employee paperwork and maintaining personnel files, medical files, DOT files and a variety of logs for tracking employee information including status changes, disciplinary procedures and grievances, and performance plans; works with other departments to verify information; prepares reports and submits information as needed.

9. Prepares responses to salary surveys and assists in conducting City surveys; obtains information from survey agencies; compiles and generates reports of survey data; provides classification, compensation and benefits information to other organizations.
10. Performs research projects of limited scope; researches and assembles information from a variety of sources for the preparation of records, correspondence and reports; creates, organizes and maintains office files; establishes and maintains confidential files; prepares agendas and reports for various committees; generates and compiles statistical reports.
11. With guidance, interprets policies, procedures and regulations to City management, staff and the public in assigned areas of responsibility.
12. Organizes, develops and assembles documents, handouts, manuals and other materials for distribution at meetings, presentations and other events.
13. Provides administrative support to the Human Resources Manager using word processing and Excel software, prepares materials, memo's, correspondence, reports, agreements, presentations, forms and other documents often of a highly sensitive and confidential nature; proofreads and checks documents for accuracy, completeness and compliance with City standards, policies and procedures; develops or updates training materials and workbooks; assists in updating the Personnel Policy and Procedures manual and distributes for approval.
14. Assists in maintains the Human Resources Manager's calendar; coordinates, arranges and confirms meetings; screens requests for appointments; makes and confirms travel arrangements; submits conference registration; makes hotel and flight reservations; prepares travel forms and direct pays and calculates per diems.
15. Assists with office and administrative support, responding to employees, applicants and the public on a variety of questions; backs up other department professional and administrative staff as needed; receives and screens visitors and telephone calls, providing information and handling issues that require sensitivity and the use of sound judgment; may take notes during meetings for record keeping purposes; conducts research, responds to requests for information and complaints from departments, customers and the public; refers issues to appropriate staff or takes recommended action to resolve issues; researches and interprets policies to City staff; reviews and determines the priority of and routes assigned incoming correspondence.

### **Other Duties**

1. May provides back up coverage for the front counter.
2. Answers employee questions regarding benefit election forms and benefit plans; updates benefit election and deferred compensation forms; assists with the open enrollment process.

3. Shares in the maintenance of employee personnel files; assists in the maintenance of recruitment files, as well as other records.
4. Prepares and maintains department attendance records; prepares and submits employee timesheets.
5. May assist with the development and monitoring of department budget and expenses; compiles data; compiles and distributes annual work program and year-end reports; assists in developing, tracking and submitting workload and performance indicators.
6. Assists in organizing and making arrangements for special events and meetings; secures event, training and confidential interview locations and arranges room setup; orders giveaways and coordinates employee recognition information for employee meetings.
7. Assists in ordering department supplies and compiles monthly statements; may prepare petty cash receipts and prepares reports for reimbursement; prepares and submits credit card information for the Human Resources Department.

### **Conformance Statement**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

### **Qualification 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:** Any combination of training and experience that would provide the required knowledge, skills, and abilities to qualify. A typical way to obtain the required qualifications would be:

Equivalent to two-years of college coursework in human resources, business or public administration, or a related field **and** two (2) years of increasingly responsible work experience in recruitment and selection, benefits, training, or classification and compensation preferably at a municipal or public agency. Strong organizational ability and advanced Word and Excel skills.

**Licenses and Certificates:**

Possession of a valid Class C California Driver's License with a safe driving record is required.

HR-related certifications such as PHR, SHRM-CP, IPMA-CP, or similar is highly preferred.

**Knowledge, Skills & Abilities**

Knowledge of:

- Administrative principles and practices, including goal setting, program evaluation and project management.
- Principles, practices and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity and employee orientation; compensation and benefit analysis and administration; workers' compensation and safety; labor relations and negotiation, interpretation of employment laws, regulations, policies and procedures.
- Applicable Federal, State, and local laws, codes and regulations concerning employment and CalPERS pension plans.
- Organization practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned functions.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functions.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

---

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Assist in monitoring projects, on-time and within budget.
- Assist in evaluating and developing improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct research projects, evaluate alternatives, make sound recommendations, and assist in preparing effective technical staff reports.
- Maintain confidentiality of all human resources issues.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English (oral and written) effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Skills:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printer, photocopiers, filing cabinets and fax machines.
- Excellent oral and written communication skills, detail-oriented, and above average organizational skills.
- Customer service skills. Interpersonal skills. Clerical skills.

---

## **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

## **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## **Working Conditions, Mental and Physical Demands**

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.

## **Work Environment**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **Physical Demands**

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **Essential Mental Functions**

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Expected Hours of Work/Work Schedule**

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

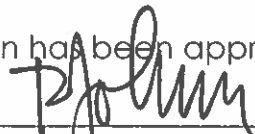
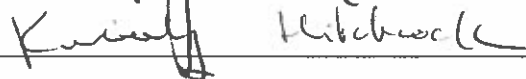
**Travel**

Minimal travel is expected for this position.

**Disclaimers and approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

The approval component should include a section for the signatures of the supervisor and HR professional and the date approved. The job incumbent should also sign and date the document.

This job description has been approved by all levels of management:  
City Manager  Date 6/5/19  
HR  Date 6/4/19

**Disclaimers and approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_