



Job Description
Job Code: 105
Range: 24

HUMAN RESOURCES TECHNICIAN

DEFINITION: Under general supervision of the Human Resources Manager, serves as back up to the Human Resources Manager, administers and implements assigned personnel programs and services including personnel policies, classification and compensation, employee benefits, employee relations, risk management/loss control, safety and training programs, and other program areas as identified or assigned.

CLASSIFICATION: This is a non exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Serves as back up to the HR Manager in all functional areas to include planning, development, coordination and implementation of human resource actions; and performs related duties as assigned. Helps plan, organize and implement recruitment; reviews and screens applications; assists in updating policies and procedures. Prepares documents and files in support of employee management and retention. Conducts new employee orientation, explains and advises employees of City benefits plan provisions and personnel policies; issues ID cards; obtains initial enrollment and payroll documents and enters data.

Assists the HR Manager in providing City-wide risk management/loss control, safety and training programs. Maintains records on these various programs. May coordinate any of these programs as assigned by the HR Manager

Administers employee benefits programs including life, medical, dental, disability, retirement, deferred compensation plans and a variety of other programs (Workers Comp, FMLA, COBRA, etc). Develops materials to inform participants of benefit plans. Interacts with other benefits administrators at conferences, workshops, and meetings to maintain currency on available benefit packages. Maintains benefits files and maintains high standards of confidentiality.

Assists with the interpretation of personnel policies and procedures; responds to requests for information and assistance from employees, management, outside agencies, and the public. Acts as the back-up Privacy Officer in the absence of the Privacy Officer.

Administers and maintains records on Worker's Compensation claims. May assist HR Manager with other risk management incidents and records. Maintains files on Certificate of Insurance required by the City for various events.

Maintains files and records of plots in the cemetery (deceased and reserved); interacts with families and/or funeral homes for burial services to be provided by the City; invoices funeral homes and/or individuals for burial services and collects payments.

Human Resources Technician – (Continued)

Other duties include ordering office supplies, answering telephone, handling mail, greeting visitors and assisting with the City's Business Registration process. Will also keep records of City Board and Commission seats, and interact with managers when openings need to be filled.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Working knowledge of the principles and practices of human resources management.

Working knowledge of the laws and regulations relating to human resources

Working knowledge of municipal organization.

Working knowledge of federally mandated programs (e.g. Fair Labor Standards Act, Family Medical Leave Act, Americans with Disabilities Act, etc.).

Working knowledge of Arizona Revised Statutes (A.R.S.).

Ability to plan, organize and coordinate activities, resources, and materials associated with the comprehensive City-wide risk management/loss control, safety and training programs.

Ability to thoroughly learn and enforce the human resources/ payroll policies and procedures, and other policies and guidelines affecting areas of assignment.

Ability to effectively research and resolve operational and personnel problems.

Ability to research, prepare, and present comprehensive written and oral reports as needed.

Ability to use good judgment and make difficult independent decisions without direct supervision.

Skill in organizational development, writing, interviewing, and statistical analysis.

Skill in utilizing personal computers and software for human resources and risk management applications.

Skill in maintaining a high degree of organization, coordination, and communication, with attention to detail and accuracy.

PHYSICAL REQUIREMENTS: This classification is mainly in an office environment requiring mostly sedentary activities for the majority of the workday. Must also be able to travel to other City office and field locations as required.

MINIMUM QUALIFICATIONS: An Associate's degree or some college credits from an accredited college in Human Resources, Public or Business Administration, or related field is highly desirable, plus three years of human resources, risk management, safety and/or training experience. Demonstrated ability to successfully learn and fulfill the required knowledge, skills, and abilities.