



HUMAN RESOURCES TECHNICIAN

Bargaining Unit: Unrepresented Non-Management

DEFINITION

Under the direction of the Human Resources Director, performs technical duties in support of various human resources programs/projects, and other related duties as required.

CLASS CHARACTERISTICS

This is the paraprofessional class in the Human Resources Analyst series. Incumbents in this class will receive training in human resource program/project activities and will perform these functions in support of professional staff.

This class is distinguished from the next higher level of Human Resources Analyst I by the latter being the entry-level, professional class with incumbents expected to already possess in-depth and comprehensive knowledge of human resources related policies and procedures.

EXAMPLES OF DUTIES (*illustrative only*)

Duties may include, but are not limited to:

- Processing a variety of HR transactions, including tasks related to position control, personnel change forms, leaves, benefits, recruitment, etc.
- Posting job bulletins and advertisements, screening applications, coordinating and proctoring exams.
- Contacting comparable jurisdictions for information related to job descriptions, benefits, salaries, policies, and procedures/practices.
- Compiling information into charts, reports and/or narrative summaries.
- Creating and maintaining files (e.g., personnel, classification, investigation, etc.).
- Assisting professional staff in the completion of special projects and assignments.
- Answering routine questions and preparing correspondence related to memoranda of understanding, recruitments, and refers complex questions to Human Resources Analysts or the Chief Human Resources Officer.
- Assists in new employee orientation, open enrollment, job fairs, and other human resources events/activities.
- Performing other duties as assigned.

MINIMUM QUALIFICATIONS

Education - Two years of college coursework from an accredited college or university. Major coursework in HR, business, public administration, organizational development or a closely related field preferred.

AND

Experience - Three years of administrative support experience, preferably in an HR and/or municipal environment.

Substitution Pattern - Two years of administrative support experience can be substituted for the two years of college coursework.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Applicable Federal, State, and local laws, regulations, rules, and policies
- Software applications and office equipment related to the work
- Mathematics, including basic statistics
- Proper English grammar, spelling, punctuation, etc.

Ability to:

- Communicate effectively, orally and in writing, with a wide variety of audiences
- Interpret and apply guidelines, procedures, and directions accurately and efficiently
- Organize multiple work assignments and meet critical deadlines
- Perform data entry and prepare charts, reports and/or narrative summaries
- Maintain accurate and confidential records and filing systems
- Prioritize and meet deadlines
- Establish, and maintain, effective work relationships with those contacted in the performance of duties

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Travel: Positions in this class may require local and statewide travel as necessary.