

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Human Resources Technician

DEFINITION

Under general supervision performs technical duties in support of human resources functions and programs; assists with the completion of recruitment and selection activities; supports classification, compensation and benefit administration activities; responds to question and inquiries from applicants and District employees.

DISTINGUISHING CHARACTERISTICS

This is the journey level class. Employees within this class perform the full range of duties as assigned including the performance of technical and responsible duties related to District human resources programs. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Director; may receive technical and functional supervision from the Senior Human Resources Analyst.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Assists with the development, administration and implementation of recruitment and selection activities; prepares recruitment brochures and materials; administers selection procedures to include scheduling exams and oral boards, preparing interview questions, proctoring exams, establishing eligibility lists and certifying names of candidates to departments.

Tracks, reviews, and screens employment applications. Conducts new hire pre-employment verification, including the coordination and/or completion of background and reference checks, physicals, and drug testing; coordinates new hire orientation.

Provides administrative support for the department and its various programs including but not limited to recruitment, training, employee development, safety and security, workers compensation, payroll and benefits.

Responds to questions and inquiries from District staff regarding personnel policies, memoranda of understanding interpretation, position allocation, and other human resources related functions.

Assists with the conduct of classification and compensation studies; responds to requests for information from outside agencies. Collects, researches, verifies and presents data and information on human resources related topics and assists in the preparation of reports.

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Maintains District position allocation, organizational charts, and position control documents; updates and maintains employee databases.

Coordinates and serves as liaison to temporary staffing agencies for placement of part time help.

Coordinates District training initiatives and maintains training database. Develops and coordinates employee recognition programs and events.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of human resources programs such as classification, compensation, recruitment and selection, safety, workers compensation and employee recognition. Basic principles and practices of research, data collection, and sampling techniques. Basic recruitment and selection techniques and procedures. English usage, spelling, grammar and punctuation. Mathematical principles. Pertinent local, State and Federal laws, ordinances and rules. Principles of customer service.

Skill/Ability to:

Perform technical duties in support of comprehensive human resources programs. Read, understand, interpret and apply personnel rules, policies and procedures. Collect data and conduct basic research and analysis. Compile and maintain confidential and complex reports and files. Respond appropriately and effectively to the needs of internal and external customers. Establish and maintain effective working relationships with those contacted in the course of work. Maintain regular and predictable attendance. Communicate clearly and concisely, both orally and in writing. Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. On a continuous basis, sit at desk for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

CLASS TITLE: Human Resources Technician

Experience:

Two years of responsible experience performing technical duties related to the development and administration of human resources programs, preferably within a public agency.

Education:


Equivalent to an Associate's degree from an accredited college with major course work in personnel administration, business administration, public administration or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

SHRM Certified Professional (SHRM-CP) certification through the Society of Human Resources Management (SHRM), or any equivalent certification from a nationally recognized association is highly desired.

 _____ Human Resources Authority	<u>11/01/2016</u> Date
Established: 08/18/2009 Revised: 11/01/2016 FLSA: Non-Exempt Unit: Non-Safety	