

SENIOR HUMAN RESOURCES TECHNICIAN

DEFINITION

To perform the more complex technical duties in support of a variety of human resource programs including employee relations, workers' compensation administration, benefit and payroll administration, classification and compensation, and recruitment and selection; and to provide responsible administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Technician is the advanced journey level in the Human Resources Technician class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series and may provide technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Human Resources Manager.

May exercise technical and functional supervision over technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform the most difficult work related to area of functional responsibility, including researching, reviewing, and responding to a variety of technical questions related to human resources programs and compiling, tracking and reporting a variety of data.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Receive, review and process workers' compensation claims; assist City employee with the workers' compensation process, researching and responding to questions; track and communicate with departments regarding status of employee claim; and maintain communication with doctors and Third Party Administrator.

Receive and review return to work documents; clarify restrictions with providers and communicate such restrictions to employees and supervisors; coordinate modified duty assignments.

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Receive and process requests for reasonable accommodation; meet with employees and supervisors to discuss requested accommodation; and research potential options for accommodations.

Assist and advise employees and supervisors with ADA/FEHA matters and prepare and submit required paperwork.

Gather information regarding disciplinary action and prepare letters for review by the Human Resources Director and dissemination to the appropriate personnel; monitor appeal deadlines.

Administer the City's Safety Incentive Program; review vehicle and equipment accidents and injury reports; make determinations regarding preventable and non-preventable accidents and notify supervisors and employees accordingly; report employees eligible to receive incentive.

Compile, track and analyze a variety of technical data; prepare correspondence, statistical and administrative reports and other documents.

May plan, prioritize, and review the work of staff assigned to a variety of human resources functions that may include recruitment and selection, payroll administration, benefit administration, workers' compensation, classification and compensation and employee relations.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of human resources administration, policies and procedures.

Practices and techniques of benefit administration, recruitment and selection, training, payroll administration, workers' compensation administration and employee relations.

Applicable federal and state fair employment laws, rules and regulations.

Principles of effective customer service.

English usage, spelling, punctuation and grammar; business correspondence.

Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.

Principles and practices of technical and functional supervision and training.

Ability to:

Perform the most complex and difficult technical duties related to the administration of human resources programs.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; research, identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Organize, assign and review the work of staff engaged in a variety of duties in support of human resources programs, as assigned.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

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:

Experience:

Two years of experience similar to that of a Human Resources Technician with the City of Roseville.

AND

Training:

Equivalent to an Associate's degree with college course work in human resources, business administration or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

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