General Statement of Duties

Provides support to city human resources functions. Performs entry-level HR functions relating to forms processing and data tracking. Orders supplies, answers phones, greets visitors and responds to general inquiries.

Distinguishing Characteristics

This class is part of the Human Resources Technician Functional Area and job series. This class performs entry-level paraprofessional work in support of multiple human resources disciplines. Work may be guided by a supervisor or lead role. This job series encompasses the following job classifications and a summary of their essential job function is as follows:

- Human Resources Technician I: This job is the first level of a three-level series. The essential function of this job is to provide support to City human resources functions, perform entry-level HR functions relating to forms processing and data tracking, order supplies, answer phones, greet visitors, and respond to general inquiries.

- Human Resources Technician II: This job is the second level of a three-level series. The essential function of this job is to assist the human resources function by performing paraprofessional work coordinating and administering a variety of complex and specialized human resources functions (such as onboarding, payroll/retirement processing, personnel file management, and leave management.), coordinate interviews and meetings, enter data and run reports. May serve as a work lead to and quality check the work of more junior roles.

- Lead Human Resources Technician: This job is the third level of a three-level series. The essential function of this job is to serve as a working lead on a team that assists the human resources function by performing paraprofessional work coordinating and administering a variety of complex and specialized human resources functions (such as onboarding, payroll/retirement processing, personnel file management, and leave management), coordinate interviews and meetings, enter data, run reports, and check the work of more junior roles.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion with employee customer service responses involving payroll, benefits, and/or personnel matters associated with the employee’s pay.

Employee is responsible for determining time, place and sequence of actions to be taken within the framework of established standards for the function. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.
**Level of Supervision Received & Quality Review**

Under administrative supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

**Interpersonal Communication & Purpose**

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended and gathered and discretion and judgment are required within the parameters of the job function.

**Level of Supervision Exercised**

None

**Essential Duties**

Provides support for various Human Resources functions by assisting with the application process, interview scheduling, and paperwork processing.

Provides information and assistance to internal and external customers.

Provides front desk coverage for the HR Departments. Greets and assists new hires and seasoned employees with answering questions they may have, explaining rules and regulations, and advising them of the process they need to follow.

Prepares and maintains employee records including creating the employee’s personnel, benefit and confidential files.

Collects information and discusses onboarding/payroll/benefits/personnel processes and procedures with new and seasoned employees. Answers questions or direct individual to another resource; reviews and approves documents for accuracy.

Assists our Legal Department with employee records, copies for Unemployment hearings, EEOC complaints and Grievances practices.

Balances and reconciles Invoices, Unemployment payments, and Pcards Reconciliation monthly. Processes and accounting records. Performs analysis to identify problems with the data and makes corrections.

Provides support for Interns, Volunteers and other contingent workers and exchanges written and verbal information that explains regulations, CSA policies and procedures.

Monitors and tracks employee data. Prepares permanent documentation involving transactions and situations that may involve highly sensitive data and confidential information. Researches, collects data and compiles statistics/reports using manual as well as electronic methods.

Assists in the ordering and preparation of pre-employment and post-employment background check reports; conducts ongoing audits and research associated with the accuracy of employee records.

Supports HR staff with special projects, researches information application of policies and procedures.

Corrects any errors/oversights.
Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.

**Customer Service** - Works with customers to assess needs, provides assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

**Interpersonal Skills** – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

**Knowledge of human resources management policies, procedures, rules, and laws** sufficient to be able to approve all of the various forms and paperwork associated with human resources management and to answer questions from customers.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Skill in working with numbers and the sources of data and detail associated with the data.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

None

**Education & Experience Equivalency**

None

**Licensure & Certification**

None

**Working Environment**

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Occasional pressure due to multiple calls and inquiries.
Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

For DPL Positions Specifically:
1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting**: Remaining in a stationary position.
- **Reaching**: Extending the hands, arms, or other device in any direction.
- **Handling**: Seizing, holding, grasping, through use of hands, fingers, or other means.
- **Fingering**: Picking and pinching, through use of fingers or otherwise.
- **Talking**: Communicating ideas or exchanging information.
- **Hearing**: Perceiving and comprehending the nature and direction of sounds.
- **Repetitive Motions**: Making frequent or continuous movements.
- **Eye/Hand/Foot Coordination**: Performing work through using two or more body parts or other devices.
- **Vision Near Acuity**: Ability to perceive or detect objects at 20 inches or less.
- **Vision Far Acuity**: Ability to perceive or detect objects clearly at 20 feet or more.
- **Depth Perception**: Ability to judge distances and space relationships.
- **Lifting**: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.

**Background Check Requirement**

Criminal Check

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

Pay Grade: A-613
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date: 1/17/2020
Revised By: Ryland Feno
Class History:
Updated classification to Library specifics.