

HUMAN RESOURCES TECHNICIAN I

GRADE 25

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate paraprofessional work implementing and participating in a variety of activities in the County's Human Resources Department; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the development, implementation and administration of classification, compensation, training and personnel programs; assisting with recruitment and selection; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Interprets, explains, and applies all applicable federal, state, and local policies, procedures laws, rules, regulations, and standards.
- Assists in coordinating recruitment program activities; prepares and distributes vacancy announcements; provides information relating to job openings; logs, reviews, verifies and processes employment applications; sends response letters to applicants; extends offers of employment to applicants; prepares/processes new hire documentation.
- Conducts new hire orientations; provides benefits information and enrollment forms to new hires; prints, sorts and assembles appropriate forms, handbooks, policies, information sheets, and other documents for insertion into orientation packets; prepares employee badges; obtains fingerprint records.
- Assists in coordinating compensation and pay plan program activities; calculates and processes salary scale adjustments, raises and supplements; prepares salary notifications; notifies payroll staff of changes; processes payroll data and documentation.
- Provides information and assistance to employees, supervisors, managers, County/school officials, retirees, or other individuals regarding benefit/insurance issues; interprets and explains policies and plan coverage.
- Assists with reviewing and processing FMLA documentation; discusses FMLA questions/issues with employees and department managers; assists employees in interpreting FMLA policies/procedures; completes necessary documentation to notify payroll department of status of FMLA employees; performs employee leave balancing and analysis.
- Receives, reviews, processes, and maintains worker's compensation documentation; prepares necessary documentation for submission to appropriate worker's compensation insurance carrier; monitors status of current/ongoing workers' compensation claims and maintains records.
- Assists with employee benefits programs, such as medical, dental, retirement, life and disability insurance plans.
- Reviews/processes all documentation pertaining to terminations; conducts exit/termination interviews; notifies appropriate personnel of circumstances of terminations.
- Receives, processes, prepares or completes various forms, reports, correspondence, OSHA logs, exit/termination questionnaires, spreadsheets, or other documents.
- Logs and processes personnel notification and action forms; assigns worker's compensation and VEC codes.
- Completes requests for employment verifications, reference verifications, or personnel-related surveys; conducts reference checks.
- Maintains and updates various personnel files/records; sets up new employee database files; maintains and updates database with current information; maintains manual files of employment applications, employee records, payroll data, and related documents; maintains/tracks data pertaining to certifications; prepares, updates, adjusts, and maintains supplemental contracts for employees.
- Queries/generates a variety of spreadsheets and reports for third party vendors to collect necessary data for mandatory reporting; performs regular and periodic audits of data related to reporting to ensure accuracy.
- Assists with the administration of department budget; processes accounts payable; processes billing memos for user departments.
- Receives, prepares or completes various forms, reports, correspondence, personnel action notification forms, applicant rosters, vacancy reports, salary calculations, salary notifications, salary comparisons, surveys, employment verifications, school board recommendations, newsletter articles, spreadsheets, or other documents.
- Monitors inventory of department supplies, forms, printed and bound materials; initiates orders for new/replacement items; distributes supplies/forms as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the philosophies, principles and practices of public personnel administration; general knowledge of accepted methods and practices of classification and pay, employee relations, testing and selection and training; general knowledge of the organization and administration of County government; ability to present ideas effectively, both orally or in written form; ability to prepare and maintain detailed and technical records; ability to research, collect, organize and analyze data, and to prepare technical reports and recommendations; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in personnel administration or related field and some human resources experience.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public. Must pass a criminal background check and credit history check.

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