

Human Resources Technician

Department: Finance

FLSA Status: Non-Exempt

Division: N/A

Updated: 05/20/2021

General Definition of Work

Plans, organizes, and develops human resources programs, administers classification and compensation and employee benefit programs, oversees recruitment activities, maintains records and files, and performs related work as apparent or assigned.

Work is performed under the supervision of the Finance Director.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Serves as benefits administrator for all employee benefit programs including health insurance, leave, VRS retirement program, Health Savings accounts, and other supplemental benefit programs.
- Establishes and leads staffing practices and procedures necessary to recruit and retain an effective workforce; oversees screening of applicants, appraising their qualifications and recommending qualified candidates for interviews with departments heads for hiring and/or promotion.
- Develops, interprets, and implements County personnel policies and procedures.
- Maintains knowledge of industry trends, performs research, organizes data, draws conclusions, and communicates results on related information and data as needed or assigned.
- Maintains a comprehensive, current knowledge of applicable law and regulations; ensures compliance with federal, state, and local personnel policies and procedures.
- Completes on-boarding process; conducts new hire orientation.
- Maintains current HR information in accounting system; oversees the establishment and maintenance of all personnel files.
- Administers various programs including drug testing, wage surveys, workers compensation, safety training and other duties as assigned.

Minimum Qualifications

A Bachelor's degree in human resources or a related field and a minimum of three years of experience working in the human resources field is required.

Special Qualifications

PHR/SPHR certification preferred.

Job Specifications

Must have the ability and willingness to exercise tact, diplomacy, courtesy, and confidentiality when dealing with employees and the management staff within the organization and with the general public.

Must have knowledge of accounts payable and payroll policies and procedures.

Must possess strong computer skills, including proficiency in the use of Microsoft Office products and Adobe Acrobat.

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Working Conditions

Physical Requirements and Activity

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting.

Sensory Requirements

Work has standard vision requirements; 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.

Sensory Utilization

Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

Environmental Conditions

Work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

The statements in this class description are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.
