

HUMAN RESOURCES TECHNICIAN I

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direct supervision, performs technical and administrative support activities for human resources functions, including assisting with recruitment, benefits administration, and various related special projects; prepares, reviews, and distributes human resources information systems records; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is the first of five levels in the human resources job series. This is a confidential classification. Initially under close supervision, this classification learns OC San human resources policies and procedures and performs routine record keeping, administrative, and technical duties in support of human resources functions. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and exercise less independent judgment and initiative in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is distinguished from the Human Resources Technician II in the latter is responsible for performing a variety of the more complex technical duties in support of the Human Resources Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Assists with the recruitment process by verifying results for alcohol and drug screening, background checks, and pre- and post-offer employment physicals.
- Coordinates, updates, and maintains new hire paperwork; creates new hire packets; processes I-9 forms; creates personnel files and employee medical files; assists with badge issuance; reviews all paperwork with new hire and enters information into appropriate databases/systems.
- Prepares and processes personnel transactions involving employment changes such as, but not limited to, new hires, terminations, resignations, position and payroll changes, promotions, and retirements.
- Assists in administering employee benefit plans including deferred compensation plan; audits additions and deletions to plans; ensures correct documentation is provided; and assists with coordination of the Open Enrollment process.

- Serves as administrator for the applicant tracking system and the human resources information system (HRIS), including organizing and maintaining data and generating reports.
- Organizes and maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; coordinates and ensures compliance with established records retention schedules.
- Verifies and reviews forms, reports, and documentation for completeness and conformance with established standards and procedures; applies OC San policies and procedures in determining completeness of applications, records, and files.
- Provides assistance to employees and the public in person, via email, and on the telephone; refers inquiries to appropriate human resources staff.
- Assists in researching, compiling, and organizing data, statistics, and information and preparing various reports.
- Assists in administering various human resources programs, projects, and events such as training and development, employee recognition, vanpool, and classification and compensation; integrates assigned activities with other human resources programs and services.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of human resources functions related to recruitment, benefits administration, deferred compensation, leave administration, payroll, and HRIS.
- Methods, techniques, and practices of data compilation and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Principles and procedures of record keeping and reporting.
- Basic mathematic and statistical techniques.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform administrative support activities for human resources functions accurately and in a timely manner.
- Extract and compile data from HRIS system.
- Review human resources reports, forms, correspondence, and related documents for completeness and accuracy.
- Maintain a high level of integrity and confidentiality when dealing with sensitive human resources issues and personal information.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Learn, understand, interpret, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, and prudence within general policy and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.

- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. High school diploma or G.E.D. supplemented by specialized training in human resources or a related field.
2. One (1) year of clerical, administrative support, or technical work experience in support of a human resources program/function.

Licenses and/or Certifications:

None

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial

probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.