



CITY OF CHINO

Human Resources Technician

Definition:

Under general supervision, conducts recruitments; assists with workers compensation and general liability claims; assists in data gathering and report preparation; and performs other related work as assigned.

Class Characteristics:

This is a multiple position classification. The Human Resources Technician serves in a para-professional capacity working independently in performing a wide variety of duties inherent to the field of Human Resources and Risk Management.

Essential Functions:

All Assignments

- Assist in the research, data compilation, and preparation of reports and spreadsheets.
- Prepare and distribute documents, forms, and records.
- Compose and type correspondence from oral and written instruction, and initiate routine correspondence.
- Receive and respond to inquiries from the public, employees, and outside agencies.
- Establish and maintain a filing system for documents.
- Retain documents in accordance with the City's Records Retention Policy.
- Operate a computer for word processing and other automated business uses.
- Coordinate with, and provide assistance to clerical staff in identifying records to be purged; assist in preparing transfer lists, boxing materials/records, and coordinating transfer of records to storage as required.
- Serve as back-up to clerical staff as needed.
- Participate in special projects and training as needed.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Personnel

- Prepare, advertise, post and distribute job announcements/bulletins; screen applications for minimum qualifications.
- Schedule and coordinate test processes and employment examinations, including proctoring and reviewing exam results.
- Obtain raters for interview panels, coordinate applicant interviews, notify hiring department of interview results, establish and maintain eligibility lists.

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- Respond to inquiries regarding positions, application and testing procedures, evaluation and compensation practices, and prepare recruitment related correspondence.
- Maintain and update database information related to positions and vacancies.
- Assist in updating and maintaining classification specifications.
- Update City website and weekly recruitment status reports.
- Assist with the coordination of the Employee Benefits/Health Fair.

Risk Management

- Assist with the research, planning, organization and implementation of training programs.
- Assist in performing a variety of administrative tasks connected to the City's Workers' Compensation and General Liability programs.
- Assist in obtaining information from a variety of sources in order to thoroughly investigate liability claims filed against the City.
- Assist staff in requesting and reviewing department reports on all property damage and claims filed against the City.
- Recommend training programs designed to reduce accidents and injuries.
- Serve as lead on the City's Safety Committee and perform safety related duties.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Associate's degree in public or business administration, human resources or a related field (required).

Experience:

- Two years of administrative or technical support experience in Human Resources. A bachelor's degree may be substituted for one year of the required experience.

Knowledge of:

- Basic principles of human resources administration.
- Office administration practices.
- Employment and compensation procedures and records systems.
- Fair employment regulations and testing practices.

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- Employee selection and interviewing techniques.
- Intermediate mathematics.
- Proper English grammar usage.
- Customer service principles and techniques.

Skill in:

- Operation of a variety of office equipment, including typing and entering data at a speed necessary for successful job performance.

Ability to:

- Organize, prioritize and complete work in accordance with established deadlines.
- Maintain a professional demeanor in a demanding work environment.
- Perform technical and analytical work requiring attention to detail and accuracy.
- Comply with federal, state, and local regulations and laws.
- Utilize applicant-tracking system and other human resource information system applications.
- Understand and interpret standard policies and procedures and explain them to others.
- Communicate effectively, both verbally and in writing.
- Maintain confidentiality.
- Respond to unique situations in an effective manner which demonstrates good judgment.
- Represent the City and/or Department at a variety of meetings.
- Establish and maintain cooperative working relationships with internal and external customers.

Special Requirements

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.
- Adhere to City's nepotism policy: Any employee of the Human Resources Department may not have relatives employed by the City.

Physical Profile:

Category I - Light Physical Effort: This position requires normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light

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office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Employee Unit:

SBPEA (Professional, Technical and Clerical)/Teamsters Local Union No. 1932 or Part-time/Temporary/Seasonal

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