

Class Title: Personnel Technician

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Assists the professional human resources staff by performing paraprofessional support work associated with the recruitment, examination, job classification, compensation, employee relations, disability management, benefits and training functional areas. Collects, develops, prepares, coordinates, updates, and maintains a variety of reports, documents, correspondence, logs, record keeping/files and databases, various records, policies, procedure manuals, and other information/data. The job is subject to the direction and control of the Director of Human Resources, regardless of the assigned department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	<p>Provides technical assistance to management and professional staff assigned to specialized functions.</p> <p>Assists HR Generalists with routine recruitment assignments and activities. Prepares/maintains recruitment files. May assist with the development of recruitment plans, identification of targeted recruitment sources and other outreach activities, such as attendance at job fairs.</p> <p>Prepares/assists in the preparation of routine job announcements. Coordinates the development/printing/distribution of recruiting materials.</p> <p>Collects develops, prepares, coordinates, updates, and maintains a variety of reports, documents, correspondence, logs, record keeping/files and databases, various records, policies, procedure manuals, and other information/data.</p> <p>Uses a computer to input, access, process, maintain data, and generate reports/referrals for the applicant tracking system. Maintains other Human Resources database systems.</p> <p>Responds to inquiries regarding recruitments and status, personnel procedures, and other applicable Human Resources activities.</p> <p>Attends career fairs and conducts resume-writing sessions for employees. Prepares employment offer letters and processes employment documents.</p> <p>Assists with departmental recruitment efforts by preparing advertisements for open positions, and processing new employees.</p> <p>Provides or exchanges written and verbal information which explains policies and procedures and other related information.</p>

	Physical Strength Code	ESSENTIAL FUNCTIONS
2	S	Assists in conducting classification studies and audits and in preparing new or modified class descriptions. Compiles information to be used in classification studies, special studies and reports, and salary and benefits surveys; conducts telephone or mail surveys; makes computations necessary to interpret survey data. Assists in collecting compensation and benefit data and in preparing analysis and reports.
3	S	Assists the Generalists with examination and other testing activities: Researches/coordinates/assists with exam development. Schedules/coordinates the exam administration processes. Proctors rating panels and tests. Coordinates, monitors, proctors, and may participate in selection processes, such as pre-interview exercises, written/performance tests. Scores/records test results on an applicant tracking system.
4	S	Assists Human Resources Department in administration of the disability management policy and coordination of the departmental disability management program. Prepares quarterly and annual reports identifying the disability status of injured employees. Provides benefit information to employees and coordinates open enrollment.
5	S	Gathers, analyzes and interprets salary data, and prepares preliminary reports for review. Analyzes departmental HR issues like turnover and absenteeism and makes appropriate recommendations.
6	S	Coordinates the processing of employee grievances, disciplinary actions, and other departmental employment relations issues.
7	S	Performs other duties by participating on special project teams.

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work may require knowledge of a specific vocational, administrative, or technical nature which may be obtained through relevant experience or education. An associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school in business administration, accounting, payroll, finance or human resources is preferred.
Experience	Two (2) years of progressively responsible experience providing highly complex clerical or administrative support to management or professional staff, including one (1) year of experience in Human Resources is preferred.
Certifications and Other Requirements	Valid Driver's License. PHR preferred.
Reading	Work requires the ability to read various reports, correspondence, policies and procedures, legislation, and documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, data compilation, and basic analysis.
Writing	Work requires the ability to write correspondence, various reports, and employment advertisements.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action. Effectively organize, set up/maintain complex/complete/accurate records, files and or other database/filing systems i.e. recruitment, applicant, test, classification, employee files, documents and fiscal data.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: November 2006, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Conducting test processes, special team functions
Sitting	F	Computer, desk work, answering telephone, meetings, driving
Walking	F	Test administration, inter-office, department visits, off-site visits
Lifting	O	Boxes, various equipment, files, documents, reports, supplies
Carrying	O	Boxes, various equipment, files, documents, reports, supplies
Pushing/Pulling	O	Storage boxes, testing equipment
Reaching	O	Boxes, various equipment, files, documents, reports, supplies
Handling	C	Storage boxes, audio/visual equipment, files, folders, documents, reports, office supplies, test equipment, career fair supplies and materials
Fine Dexterity	C	Computer keyboard, calculator, writing, use of test equipment
Kneeling	O	Conducting test process, access to file cabinet drawers
Crouching	O	Conducting test process, access to file cabinet drawers
Crawling	O	Conducting test process, access to file cabinet drawers
Bending	O	Conducting test process, access to file cabinet drawers
Twisting	O	Conducting test process, access to file cabinet drawers
Climbing	O	Stairs
Balancing	F	Conducting test process, access to file cabinet drawers,
Vision	C	Computer, desk work, reading, conducting test processes, evaluating applicants, driving
Hearing	C	Telephone, staff, clients, meetings, presentations, special functions
Talking	C	Telephone, staff, clients
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: November 2006, CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, calculator, typewriter, telephone, VCR, camcorder, overhead projector, stop watch, clipboard, tape measure, tape recorder, variety of testing equipment, Standard Microsoft Windows and Office software, Internet/Intranet, Human Resources Information Systems

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)