



## Human Resources Technician

Department/Division:	Human Resources
Reports To:	Risk Manager, Senior Human Resources Analyst or Director of Human Resources
Provides Direction To:	Not Applicable
Exemption Status:	Non-exempt
Date Prepared:	October 7, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under general supervision, performs a variety of technical and administrative support duties related to the City's human resources programs, including recruitment and selection, employee orientation and open enrollment, health and welfare, employee leave administration, HRIS and personnel records administration, and training and development, provides office staff support; and performs other related duties as assigned.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Supports recruiting, applicant tracking, and employment recordkeeping activities for full-time and part-time positions such as administrative, technical, and Part-Time positions; reviews vacancies with hiring department representatives to determine methods for sourcing and selecting applicants and advertising these positions.
2. Creates job announcements, conducts advertising, screens applicants, proctors exams, coordinates oral boards, and advises hiring department of status of processes; assists with employee interviewing and selection and advises candidates and departments of final hiring decisions; coordinates pre-employment medical testing and review of driver's license and history checks.
3. Provides assistance in tracking Workers' Compensation and Unemployment Insurance claims and medical and indemnity insurance payments; ensures that accident, injury, and illness incidents have been properly reported in accordance with statutory requirements and risk management policies; reviews and verifies insurance certificates for major vendors; maintains Workers' Compensation files and prepares and posts annual OSHA incident logs.

## **ESSENTIAL FUNCTIONS (continued)**

4. Assists with coordination of City-wide training programs, education reimbursement programs, service awards, commendations, and special events; tracks and coordinates Safety Committee meetings and action items.
5. Assists with collecting, researching, and providing salary and benefits information as part of surveys and as used for staff reports, supporting schedules, human resources databases, and presentations; explains Human Resources policies, rules, and procedures; maintains and updates personnel records in accordance with records management retention and planned destruction practices.
6. Provides administrative support for department director and Risk Manager and assists with the preparation of staff reports, completion and input of salary and benefits survey data, tracking of budgetary expenses, updating of personnel records, and production of reports; and provides general office assistance in scheduling and tracking meetings.
7. Maintains and updates HR website given departmental activities; enters and updates personnel actions for new hires, promotions, transfers, rates, and other changes in HRIS and PERS records systems.
8. Prepares orientation packets for new hires, and explains benefit plans and City policies as part of open enrollment; enters, collects, and verifies enrollment form data for enrollment and reporting purposes; assists employees with health insurance enrollment, network coverage, and interim eligibility questions and serves as point of contact for brokers; schedules and coordinates benefit meetings, clinics, and other functions.
9. Administers Consolidated Omnibus Budget and Reconciliation Act Records Act (COBRA) health insurance notifications and enrollment changes for former employees, spouses, and dependents, and tracks changes in employee participation rates, and insurance premium payments.
10. Coordinates and monitors employees on paid leave status programs, including Family and Medical Leave, California Family Rights Act (CFRA), and other leaves of absence; ensures that proper medical clearances are received for employees returning to work as well as CalPERS direct payment reinstatements.
11. Assists eligible employees with short-term and long-term disability insurance and life insurance claims; sends claim forms to employees, provides employer information, and ensures that claims are paid correctly by reviewing correspondence received from insurance carrier.

## **ESSENTIAL FUNCTIONS (continued)**

12. Serves as City's Health Benefits Officer for the CalPERS medical insurance program; reviews CalPERS notices, prepares and checks enrollment forms, and submits enrollment information required by PERS; conducts annual enrollments for Flexible Spending Accounts by sending out notifications, conducting open enrollment meetings, explaining requirements and changes, and collecting and checking records for completeness and accuracy.
13. Administers Department of Transportation (DOT) random drug testing program; works with supervisors to assure new employees are trained in testing and certification procedures; maintains records for testing of sworn police personnel.
14. Prepares, posts, or sends mandatory notifications such as Medicare Part D elections, Health Insurance Portability and Accountability Act (HIPAA), CalPERS, Children's Health Insurance Program Reauthorization Act (CHIPRA), and medical coverage rights and notifications to employees; prepares and reports employee separations to Third Party Administrator (TPA) and updates CalPERS database while notifying employees of COBRA rights.
15. Assists employees with retirement questions; uses CalPERS calculator to prepare estimates of earnings; explains benefit options, provides retirement benefit applications for eligible employees, and makes appointments for on-line tutorial in CalPERS benefits program; serves as CalPERS Elections Officer for the City; posts, distributes, and forwards CalPERS elections notices and undeliverable ballots, and answers related questions.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

California fair employment laws and regulations; Workers' Compensation and Unemployment Insurance statutes; recruiting, testing, and selection practices; personnel policies, contracts, and records administration practices; health, disability, and welfare programs; California laws and regulations governing paid leave; COBRA benefits continuation, and notification requirements; CalPERS program enrollment and filing requirements; schedule of benefits by bargaining unit; word processing, spreadsheet, and human resources information systems; customer service practices.

**Ability to:**

Explain and interpret employment and benefits procedures and requirements; establish and maintain effective working relationships with applicants, staff, management, vendors, consultants, and the general public; organize and prioritize tasks to meet deadlines; communicate effectively, both orally and in writing; review, verify, and update records; maintain confidentiality of sensitive data; operate modern office equipment and computer hardware; use word processing, spreadsheet, and human resources information systems software.

**Education/Training/Experience:**

Graduation from high school or G.E.D. equivalent is required. Completion of Associate degree and training and certification in human resources is highly desirable. Three years of responsible human resources technical experience in employment, benefits, human resources information systems, or related areas.

**Licenses; Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

Designation of Certified Employee Benefits Specialist or similar certification is desirable, depending upon position assignment.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read, analyze, and interpret data, requirements, and documents; use math and mathematical reasoning; learn and apply new information or new skills; and interact with applicants, City staff, management, and the public.

## **WORK ENVIRONMENT**

The employee works in office conditions with controlled temperature settings.