

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: PERSONNEL TECHNICIAN

DEVELOPED: 11/19/2008

APPROVED:

DEPARTMENT: ADMINISTRATION

REPORTING RELATIONSHIP: CITY MANAGER

POSITION SUMMARY:

Under general supervision, performs a wide variety of responsible and complex administrative and personnel duties; provides information and assistance to the public; and performs other related work as assigned. This class exhibits a great amount of skill, knowledge and abilities required in the performance of assigned tasks. Positions in this class are expected to respond to sensitive issues with confidentiality and to operate independently with minimal supervision. Works in cooperation and support to the City Manager and Department Heads

REPORTING RELATIONSHIPS

Reports to the City Manager. Assignments may include technical and functional supervision by other Department managers.

EXAMPLES OF RESPONSIBILITIES

Human Resource Functions

1. Assists City staff in completing worker's compensation claims and provides ongoing case management
2. Trains staff on existing policies and procedures to reduce liability
3. Develops recruitment plans, prepares examination announcements, employment advertising and other recruitment related materials
4. Develops, coordinates, and administers examination process including evaluating employment applicant exams. Schedules and evaluates oral, written, physical ability and other assessment instruments
5. Provides information and advice to employment applicants and coordinates the employment process.
6. Administers employee benefits program and resolves employee benefits concerns and serves as liaison between the employee or dependent and insurance broker
7. Develops analyzes and disseminates and explains personnel policies
8. , including but not limited to ordinances, MOU's, rules and regulations
9. Conducts preparatory research on contract and bargaining matters for labor negotiations, including but not limited to surveying salaries, wages, benefits and working conditions, providing classification studies and analyzing labor proposals
10. Develops and conducts orientation for new employees
11. Verifies wages/ employment for past/ present employees

12. Determines and advises payroll of wage garnishments, benefit deductions, MOU required payments Writes reports and creates resolutions for submission to Council for approval on salary schedule adjustments, policies, job descriptions,
13. Files personnel, insurance, worker's compensation and other related documents.
14. Informs creates and distributes job performance evaluations to department heads for their employees

General Functions

1. Files and copies documents for City Manger; opens and distributes administrative mail
2. Reviews established policies related to risk management and seeks ways to update, and consolidate these functions city-wide
3. Assists third party administrators in investigating, managing and evaluating claims
4. Answers customer and employee inquiries, via email, phone in, person, fax, mail, take messages for employees
5. Receives invoices and process purchase orders for accounts payables Types correspondence, forms, policies, letters, contracts, maintain schedules agendas, and personnel files

QUALIFICATION GUIDELINES

Education

High School Diploma or G.E.D. supplemented with specialized administrative, personnel, and secretarial training. College level course work in business administration, computer science, or a related field is desirable.

Experience

Three years of increasingly responsible personnel technician and administrative secretarial experience.

Knowledge

Use effective English, spelling, grammar, and punctuation. Must be able to perform modern office procedures, methods and use computer equipment. Must use business letter writing and basic report preparation; principles and procedures of record keeping and have knowledge of public relations techniques. Operate and use modern office equipment including a computer and word processor. Must type or word process at a speed necessary for successful job performance.

Abilities

Learn the organization of municipal government and the interrelationship between City departments, City Council, and other governmental agencies. Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative. Perform office management functions in an effective and efficient manner. Interpret and apply administrative and human resources departmental policies and procedures. Independently prepare correspondence and memoranda. Identify problems and resolve conflicts in an effective manner.

Work independently in the absence of supervision. Maintain confidentiality related to the area of work. Work cooperatively with other departments, City officials and outside agencies. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work.

License and Certification:

Possess a valid California Driver's License and Certification of Automobile Insurance for Personal Liability.