

Sacramento Suburban Water District Classification Specification

Job Class: Human Resources Technician

FLSA Status: Non Exempt

Effective Date: November 2021

Definition

Performs a variety of responsible administrative and technical duties in support of the District's human resources functions including recruitment and selection, classification and compensation, benefit and payroll administration, and training; receives and responds to questions and inquiries from the public, other District departments and outside agencies; and assists with various special projects.

Distinguishing Characteristics

This is a journey level classification, fully competent to independently perform a variety of administrative and technical human resources duties. Incumbents are expected to be familiar with a diverse set of procedures and the situations and transactions to which each applies. Employees at this level receive only occasional instruction, assistance or direction as new or unusual situations arise and are fully aware of the District's operating procedures and policies. Instruction of less experienced staff may be involved on a project or training basis.

Supervision Received and Exercised

General supervision is provided by the Human Resources Administrator.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Maintains confidential employment records and correspondence such as applications, test results and personnel files. Uploads and tracks all information added to document storage database.
- Performs technical human resource activities related to compensation, recruitment, benefits administration, payroll, and training.
- Assists in the recruitment and selection process; develops and posts job announcements; reviews and screens applications; works with departments to develop and administer selection tools, including written and oral examinations and assessments; prepares communication to candidates; schedules interviews and pre-employment exams.
- Provides new employee onboarding, ensuring submission of required information; responds to employee questions regarding benefits and District policies and procedures; coordinates exit process and interviews.

- Participates in the administration of District benefits including open enrollment; makes changes to employee benefits; receives and responds to questions regarding benefits.
- Prepares, presents or coordinates for the conduct of mandatory and non-mandatory training for District staff; develops, promotes, and presents training/promotional materials and responds to inquiries regarding available training; sets-up and manages users in District's learning management system; tracks required training; provides advice to District departments and troubleshoots system issues.
- Coordinates the purchase of and provides assistance with processing staff training requests.
- Provides general administrative support for the conduct of classification and compensation studies and assorted special projects.
- Assists with monitoring the use of employee leave; ensures the correct coding of leave; coordinates changes and corrections in payroll; runs reports to track leave usage; receives and reviews leave without pay to ensure compliance with District policies and procedures.
- Assists with the annual administration, tracking, and processing of the District's performance evaluations.
- Prepares and monitors Personnel Action Forms (PAFs) and certification/employee pay changes to be reported to payroll; maintains and updates District's incentive pay program to reflect step increase and certification pay; works in conjunction with payroll to ensure accuracy; prepares a variety of associated reports for internal and external purposes.
- Maintains and updates employee information in the District's Human Resource Information System (HRIS) database.
- Responds to requests for documentation and information related to human resources activities; assists employees, departments, outside agencies, and the public with interpretations of District policies and procedures. Able to explain policies and procedures.
- Tracks and monitors updates of policies and/or procedures and works cooperatively with appropriate departments; provides administrative assistance as needed.
- Performs technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare documentation of results.
- Collects, researches, verifies and presents data and information on human resource-related functions; assists in the preparation of draft reports, correspondence, and technical documents, including organizational charts.
- Compiles and develops information for special studies and reports from a variety of resources; completes various special projects that include the coordination, research and development of systems and procedures.
- Assists in development, coordination, and administration of special employee programs, including employee recognition programs and events. Administers programs independently when required.
- Maintains regular attendance and adheres to prescribed schedule.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- Basic principles and practices of human resources administration, policies and procedures.

- Practices and techniques of recruitment and selection, training, payroll and benefit administration
- CalPERS health and retirement processes.
- Applicable federal and state employment laws, rules and regulations.
- Cal-OSHA and Fed-OSHA rules and regulations.
- Grammar, spelling, punctuation, and modern English usage and report writing.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, and PowerPoint).
- Techniques and principles of effective interpersonal communication.
- Principles and practices of high-level customer service.
- Principles and practices of work safety.

Ability To:

- Interpret and apply policies, laws and rules related to the administration of human resources programs.
- Maintain confidentiality of work and work regularly with sensitive and confidential information.
- Know and understand all aspects of job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information, observe and problem solve operational and technical policy and procedures.
- Thoroughly plan, coordinate and organize work to meet deadlines that includes accuracy, thoroughness, and attention to detail.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a computer for word processing, database, and department specific software.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and positive working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical and background check.

Experience and Education:

Experience:

Two (2) or more years of responsible clerical/administrative support; public agency experience in human resources or risk management is preferred.

AND

Education:

An Associate's Degree from an accredited college or university with course work in human resources, business or public administration or a related field. Two years of related work experience can substitute for an Associate's degree.

OR

Education:

A Bachelor's degree or higher from an accredited college or university, preferably in human resources, business or public administration, or related field.

License and/or Certificates:

- Valid California Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by car to conduct District business.
- Communicates frequently with District management staff, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone and email for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers..
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books, boxes, and small office equipment.
- Stands for extended periods of time.
- Sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Date: 11/16/2021

By: 

Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date