

***HUMAN RESOURCES TECHNICIAN / HUMAN RESOURCES SPECIALIST
CONFIDENTIAL***

DEFINITION

Under general supervision, classes in this series perform a wide variety of clerical personnel functions. The Human Resources Specialist performs the more specialized technical support functions. Both classes perform other related work as required.

DISTINGUISHING CHARACTERISTICS

Human Resources Technician: Assigned to various Human Resource support functions, serves as point of contact for employees and applicants with personnel questions, may contribute to the development or implementation of the employee relations policies and will, in the course of their duties, have access to information relating to the administration of employer-employee relations.

Human Resources Specialist: This is the advanced level classification and is distinguished from the lower-level class in that incumbents are assigned to a variety of Human Resources support functions in specialized areas of expertise, some of which involve more complex technical duties.

TYPICAL TASKS

Human Resources Technician

- Prepares personnel transaction forms for a variety of classifications and personnel actions in accordance with applicable Court regulations, policies and procedures
- Tracks, logs and processes employee performance evaluations and step increases
- Notifies supervisors when performance evaluations are due
- Sets up and maintains employee personnel files
- Coordinates all new hire paperwork and orients new employees to Court policies and procedures regarding personnel and payroll reporting requirements
- Processes employee related transactions in the Human Resources computer system, verifying accuracy and sufficiency of data; i.e., new hires, promotions, transfers, separations, step increases, benefit changes, employee personal data changes, etc.
- Coordinates exit interviews and separation documents
- Notifies, schedules and tracks employee training requirements
- May assist in audit of employment application material, interview scheduling and applicant response notification
- Assists with employee recognition program and time in service administration
- Maintains a wide variety of personnel records and reports
- Benefit administration, including open enrollment
- Creates reports generated from the Human Resources computer system for a variety of Human Resources related tasks

- May assist Human Resources staff with projects
- May provide support for labor relations/negotiations with recognized employee organizations

Human Resources Specialist

- The above, plus:
- More complex benefit administration, including open enrollment, providing employees with information regarding the Court's benefit programs
- Works with various third-party administrators of benefits to resolve benefit problems
- Interprets MOU's, Personnel Policies and other rules and regulations
- Assists Human Resources staff with projects requiring classification, salary and selection analysis, review of organizational policies, procedures, staffing, legislative analysis and other human resources matters
- Participates in and/or provides support for labor relations/negotiations with recognized employee organizations

EMPLOYMENT STANDARDS

Knowledge of:

Human Resources Technician

- Principles and practices of personnel record keeping and administration
- Correct English usage including spelling, grammar and punctuation
- A variety of office equipment including personal computers, fax and copy machines

Human Resources Specialist

- The above, plus:
- Human Resources procedures and programs

Ability to:

Human Resources Technician

- Learn, understand, interpret and apply personnel laws, rules, regulations, standards and procedures
- Maintain confidentiality and use sound judgment
- Collect and analyze data objectively
- Perform basic arithmetical computations
- Compile and organize data into reports
- Maintain comprehensible and accurate records and files
- Effectively organize and maintain employee and benefit documents
- Establish and maintain effective working relationships with staff at all levels in the organization and the general public in disseminating personnel information
- Learn and apply computer programs to office functions

Human Resources Specialist

- The above, plus:
- Work independently and responsibly
- Gather and analyze data, prepare reports and make recommendations

PHYSICAL CHARACTERISTICS

- Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis
- Hearing sufficient to communicate effectively
- Dexterity and coordination to handle files and single pieces of paper
- Personal mobility to:
 - move objects weighing up to 15 pounds such as files, stacks of papers, reference and other materials
 - move from place to place within an office
 - sit and/or stand for prolonged periods of time

EXPERIENCE/EDUCATION

Both Levels

Education equivalent to a high school diploma or GED

Human Resources Technician

Three years of administrative or clerical experience

Human Resources Specialist

Three years of administrative or clerical experience, including one year of experience in Human Resources or employee benefit administration