

City Of Gallup
JOB DESCRIPTION

Job Title: Human Resources Technician
Reports To: Human Resources Administrator

Department: Human Resources
Classification: GS08
FLSA Designation: Non-Exempt

MINIMUM REQUIRED QUALIFICATIONS:

- High school diploma or equivalent (GED) with specialized coursework
- Five (5) years of technical experience in human resources, personnel or closely related practice involving extensive public contact.
- Five (5) years of increasingly responsible related experience
- Any equivalent combination of education and experience or college level course work in a related field is desirable.
- Valid driver's license. Must meet city's insurability requirements

GENERAL PURPOSE:

Under general supervision from the Human Resources Administrator; provides complex and responsible technical and office support work which has a City-wide span in such areas as recruitment, selection, classification, compensation, benefits, and employee relations for personnel activities and functions in a centralized Human Resources setting; performs related work as assigned. The nature of the work requires significant independent judgment within broad parameters, extensive interface with employees and maintaining confidentiality of management information.

SUPERVISION RECEIVED EXERCISED:

Supervision by Human Resources Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are typical for this classification. Incumbent may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a wide a variety of responsible specialized clerical, administrative and office support of the city's human resources system, functions and program areas.
- Enters human resources/benefit and payroll information into City's Human Resources Information System (HRIS) as well as benefit provider's information systems.
- Coordinates and facilitates recruiting processes. Receives, verifies, and follows up on recruiting/staffing requests by initiating internal and external recruiting activities. Posts and advertises job announcements.
- Prepares job announcements, distributes, receives and organizes applications, and provides related office support.
- Solely responsible for the maintenance, posting, changes and downloading of applications submitted on line. Retrieval, corrections, printing, removing of vacancy announcements.
- Sets up job candidate testing (as needed), prescreening, and interview panels. Prepares panel packets that include candidate information and interview questions. Selects and recommends test content. Ensures that eligibility lists for jobs are up to date.
- Schedules pre-employment examinations and assists with applicant skills assessment.
- Serves as primary contact for new employee onboarding.
- Prepares and distributes notification to candidates during the selection process as directed.

- Maintains automated personnel records for all City employees including confidential medical and disciplinary records and maintains secure storage of confidential records. Maintains updated position descriptions in the database for all employees. Responds to requests for employment verification and employment records. Makes search in files for material requested by department heads and/or other parties
- Answer telephone and in-person inquiries
- Actively engages in job fairs and other recruitment activities with participants within the recruitment area
- HR Alert notices for appropriate personnel, i.e., IT-for deactivation of Key Card, Purchasing-for deactivation of P-Card, Customer Service-delinquent utility bills, Payroll-to process last check and vacation pay out.
- Maintains and orders materials and supplies for the Human Resources Department; processes purchase orders; receives and codes invoices for approval.
- Serves as the City's liaison to coordinate and plan employee wellness program activities with third party administrators; assists with planning and coordination of City and other employee events.
- Creates Performance Evaluation Form; distributes performance documents to appropriate manager for completion; distributes completed performance evaluation to appropriate staff for signature; tracks completion of performance evaluations; sends out reminder for late performance evaluations.
- Assists the Human Resources Department staff by conducting research and compiling information from a variety of sources for the completion of forms or the preparation of reports, classification studies, salary and benefits surveys, and/or relates documents.
- Performs a variety of general office support duties; composes types and proofreads letters and other documents; makes copies; distributes documents via interoffice mail and U.S. mail, and various overnight services.
- Coordinates various meetings and events including deferred compensation representative on site meetings; schedules meetings dates; secure meetings rooms; book meetings.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: The position requires in depth technical knowledge of the principles, practices, and procedures associated with human resources administration or related public service. Requires a working knowledge of common provisions of employee benefit plans. Must have working knowledge of computers and electronic data processing. Requires working knowledge of personnel policies, rules, laws, and regulations. Requires well-developed knowledge of English language, punctuation, and grammar to prepare professional correspondence.

Skills: Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires sufficient math skills to perform standard business math calculations. Requires excellent human relations skills to convey technical concepts to others, to deal with sensitive and private information, to give instructions and orientations, and to facilitate discussions in individual and small group settings.

Abilities: Requires the ability to perform research and analysis. Requires the ability to learn, apply, and interpret City policies, procedures, and rules pertaining to human resources.

Requires the ability to plan, organize, and prioritize work processes in a high-volume environment in order to meet schedules and timelines. Requires the ability to communicate technical information and to interact with a wide variety of individuals inside and outside the organization. Requires the ability to maintain confidentiality. Ability to understand the organization, operation and services of the City and outside agencies as necessary to assume assigned responsibilities.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various City locations on an occasional basis. Requires the ability to use near vision acuity to read printed materials and a computer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer and keyboard at an acceptable rate

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above 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 position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Accepted: _____
Employee

Date: _____

Approved: _____
Supervisor

Date: _____

Approved: _____
Human Resources

Date: _____

Effective date:
Revision history
8/31/11
08/04/2020