

	Job Classification:	<b>Human Resources Technician</b>
	Representation:	<b>Management and Confidential Unit</b>
	Wage Schedule Range:	<b>17</b>
	FLSA:	<b>Non-Exempt</b>
	Effective Date:	<b>December 2013</b>
	Revision Date:	<b>February 2018</b>

*Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.*

**Summary**

Under general supervision this single position class shall perform a variety of complex technical and professional administrative human resources duties in benefits, training, safety, recruitment, selection, maintenance of confidential human resources records and files, and other human resources function while exercising the utmost discretion and confidentiality. This position is also responsible for the duties related to the analysis and administration of payroll data and the payroll system.

**Supervision Received and Exercised**

General direction is received from the Director of Human Resources and Customer Service.

**Essential Duties** - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Coordinate and process various personnel/payroll activities, including performance evaluations, employee action forms, wage verifications, and other related personnel tasks.
- Assemble, analyze, process and reconcile payroll and related monthly, quarterly, and year-end reports, tax and retirement deposits, W-2's, and other required reports associated with wages and benefits.
- Prepare new pay codes, implement negotiated salary/benefit conditions, administer Disability and Worker's Compensation integrating with sick leave, and monitor benefit premium billing.
- Maintain informed status regarding current developments and sources of information regarding payroll issues, including CCWD MOU's and California Labor Law. Interface with auditors during annual audit process with respect to payroll reconciliation and reporting requirements.

- Organize, maintain, and automate the retention of all confidential personnel, training, safety, and other related files in accordance with applicable regulations and personnel procedures, in both paper and electronic formats including a Human Resources Information System.
- Coordinate and organize implementation of various training activities. Verify completion of training and schedule make-up training when needed.
- Provide administrative support for the District's Safety Program, coordination of required physical exams and random drug/alcohol testing.
- Respond to inquiries from employees and the public regarding various personnel procedures, policies, programs, payroll, employment opportunities, benefits, and other related human resources, payroll and safety programs.
- Assist with administrating the benefit program of the District including health, dental, vision, Employee Assistance Program, life, disability, retirement, deferred comp, section 125 plan enrollment, changes, termination, and/or COBRA by disseminating employee information regarding same, and communicating with carriers and providers.
- Assist in coordinating recruitment activities by preparation and distribution of job announcements, placing advertisements, verifying advertising bills, tracking applicant paperwork, scheduling interview appointments, and sending out notifications.
- Assist in new employee onboarding process by preparing paperwork, reviewing paperwork with new employee, scheduling physical exam, and tracking the steps of the new employee onboarding process.
- Assist with a variety of special human resources projects, including administrative support for labor negotiations, salary and benefit surveys.
- May act as support person to the Executive Secretary/Board Clerk as needed, including Agenda preparation and minutes of Board meetings, as well as assisting with legal files.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

**Qualifications** - *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

*Knowledge of:*

- Principles, practices, methods, and procedures utilized in human resource and payroll administration, including pertinent local, state, federal and CalPERS laws and regulations relevant to public sector personnel administration and laws governing wage and hour calculations, tax deductions, and related payroll issues.
- Arithmetic and basic mathematical calculations, including percentages and decimals.

- Microsoft Office Suite programs for word processing and spreadsheets. Financial payroll processing software and general ledger interface.
- Basic recordkeeping principles and techniques of HRIS database management, paper, and electronic maintenance of confidential personnel files.
- Practices of technical research and data analysis as related to Human Resources and payroll administration.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

*Ability to:*

- Maintain a high level of confidentiality with discretionary knowledge in a professional setting.
- Understand, interpret, apply, and convey policies, procedures, and MOU's of the Calaveras County Water District and pertinent federal, state, local laws relating to public sector personnel administration.
- Analyze situations quickly and objectively and determine proper course of action using sound independent judgment within scope of responsibility.
- Process payroll through software as provided for by the District.
- Professionally and tactfully provide service to District staff, co-workers, consultants and the public.
- Prepare, edit, proofread and maintain basic, routine, confidential, technical, and statistical correspondence, records and reports.
- Provide ongoing suggestions to implement and enhance human resources processes.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, fax machine, and laminator.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

**Education and Experience** – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- An Associate's/Bachelor's Degree from an accredited college or university with major coursework in human resource, business administration or a related field.
- Minimum of three (3) years of increasingly responsible professional and technical human resources and payroll experience; two years of which must have included experience in benefits, safety programs, and payroll processing activities.

**Licenses and Certifications:**

- PHR Certificate is desirable but not required.

**Physical Requirements**

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

Work is generally carried out in a typical office setting. While performing the duties of this job, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel may be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities.

**Additional Requirements:**

- 18 years of age.
- Eligible to work in the United States.