

CITY OF LOS BANOS

Job Description

POSITION TITLE	HUMAN RESOURCES TECHNICIAN I
DEPARTMENT	ADMINISTRATION
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform advanced level clerical work to assist with the daily administration of Human Resources operations and administrative functions. May be assigned to process City payroll.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Human Resources Director. May provide direction to clerical staff when necessary.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Maintain confidentiality of City records and/or confidential discussions pertaining to City records including but not limited to employee personnel files and/or disciplinary actions.
- Coordinate activities with other agencies and sectors of the community.
- May assist with employee issues including employee recruitment, training, evaluation, counseling, and disciplinary actions.
- Type a wide variety of material from rough draft copy, notes or verbal instructions.
- Provides secretarial support to administrative management and staff including drafting, composing and filing official City correspondence.
- Research a variety of policies and procedures and assist in developing, planning, and implementation.
- Evaluate and adopt effective procedures to resolve situations.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES WHEN ASSIGNED TO PAYROLL FUNCTION:

- Review and process timesheets; calculate and create W-2's; respond to employee questions regarding payroll.
- Reconcile discrepancies in payroll and financial records.
- Prepare financial and statistical payroll reports.

- Ensure payroll data, reporting, and procedures are in compliance with federal, state, and local rules and regulations.

Knowledge of:

- Pertinent local, State, Federal rules, regulations and laws.
- Modern office procedures, methods and computer equipment.
- Filing systems including records management and the operation of standard office equipment and computers.
- Principles and practices of work safety.
- City and department policies and procedures.

Ability to:

- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Work with computerized financial and payroll information systems and use a computer for payroll development and administrative work.
- Provide direction, coordination, guidance, and training for the development of the City payroll.
- Read and interpret labor contracts and memoranda of understanding as they relate to payroll administration.
- Research and prepare detailed and comprehensive reports.
- Gather and organize data and information.
- Exercise independent judgment.
- Interpret and explain pertinent laws and City and department policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate confidence in personal decision making.
- Manage difficult situations by displaying assurance under pressure.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Two (2) years of increasingly responsible secretarial or clerical office experience including public contact.
- Type at a speed of 45 NWPM.

DESIRED QUALIFICATIONS

- Experience in a public agency personnel department.
- Experience processing payroll for a public agency.

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