

CLASS TITLE: HUMAN RESOURCES TECHNICIAN

Class Code: 02782500

Pay Grade: 22A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be specifically assigned to provide non-clerical, paraprofessional support to professional personnel in direct delivery of professional human resources services (e.g. classification/compensation, merit selection and appraisal, labor relations, organizational analysis, personnel administration, and/or a comparable specialty); and to do related work as required.

SUPERVISION RECEIVED: Works under the direct supervision of a human resources professional; specific and general tasks are assigned and guidelines established; work is reviewed for conformance to human resources professional standards.

SUPERVISION EXERCISED: Usually none. May supervise clerical staff on a project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be specifically assigned to provide non-clerical, paraprofessional support to professional personnel in direct delivery of professional human resources services (e.g. classification/compensation, merit selection and appraisal, labor relations, organizational analysis, personnel administration, and/or a comparable specialty).

To identify and collect organizational and position data for use in formulating preliminary classification recommendations.

To research salary information and benchmark classes for use in completing salary surveys and pay plan studies.

To research subject matter content to prepare oral and written exams for specified job competencies.

To review exam applications to identify the presence/absence of minimum qualifications, and to recommend education and experience scores based on established rating keys.

To assist and act in a confidential capacity to managers who formulate, determine and effectuate management policies in the field of labor relations; to have access to confidential information concerning proposed or anticipated changes which may result from collective bargaining negotiations.

To research assigned topics and collect data for use in contract negotiations, grievances, arbitration's and other labor relations functions; to attend such proceedings, as required.

To review contract proposals and prepare summaries and comparisons of submitted documentation.

To prepare draft proposals and narratives related to classification/compensation, labor relations, personnel administration, merit selection, organizational analysis, and/or comparable human resources functions.

To review legislation and statutes on human resources topics and prepare preliminary analyses and reports.

To engage in a variety of paraprofessional departmental personnel functions related to: recruitment of personnel; implementing personnel transactions, including the transfer, reassignment or promotion of employees; preparation and maintenance of personnel records; implementing a variety of complex integrated payroll functions, including retroactive payments requiring multiple adjustments, and processing of various specialized payrolls (e.g. special contract employees, temporary services, etc.); coordinating various aspects of Workers' Compensation cases, ensuring ongoing verification of payroll records; implementing and monitoring agency Family Medical Leave Act (FMLA) cases; implementation of Personnel Rules; and comparable tasks.

To utilize electronic equipment, computer software, automated databases and related technology and equipment in the research and development of HR products and analyses.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the State Merit System Act and Personnel Rules as they relate to the assigned human resources functional area; a familiarity with the principles, practices and techniques of human resources administration; a familiarity with the organization of state government and its agencies; the ability to research data and information for use in human resources decision-making; the ability to interact cooperatively with a variety of internal and external customers; the ability to communicate effectively; the ability to prepare reports and narratives; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an associate's degree, including or supplemented by courses in public administration, human resources management, psychology, education, or a closely related field; and

Experience: Such as may have been gained through: employment involving the performance of a variety of complex clerical functions in a human resources environment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 29, 2002

Editorial Review: 3-15-2003