



JOB DESCRIPTION

JOB TITLE: Human Resources Technician I

JOB CODE: 02210

DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

REPORTS TO: Human Resources Manager

SUMMARY OF JOB PURPOSE

Performs specialized administrative duties related to Human Resources operations and functions in one of two areas to include managing the recruiting, testing, and selection programs, administration of Risk Management and safety programs, and maintenance of the H.R. Website.

ESSENTIAL FUNCTIONS (All Areas)

1. Assists County employees and the general public in person or by phone answering inquiries related to department services, programs, and records; provides information regarding County facilities, job opportunities, benefits, and other employment questions; explains rules, policies, and procedures; refers issues requiring policy interpretation to Manager for resolution.
2. Prepares a variety of general correspondence, legal documents, reports, articles, meeting minutes and/or agendas, and instructions; maintains and monitors files, follows-up on due dates, and performs other monitoring functions to ensure timely completion of work.
3. Coordinates and arranges meetings, prepares agendas, and reserves and prepares facilities; assists with maintaining schedules for in-service training classes and coordinates and/or schedules outside training for County personnel; may record and transcribe minutes of meetings; may assist with travel arrangements and claim forms.
4. Processes fingerprint card requests, generates employee identification cards, answers phones, faxes documents, orders office supplies, and performs other related tasks as necessary.

ESSENTIAL FUNCTIONS (Area of Recruitment)

1. Confers with management and supervisors to identify personnel needs, job specifications, job duties, and necessary qualifications and skills; develops recruitment strategies and programs to attract applicants, including job fair participation; develops, enhances, and maintains the Human Resources job line and recruitment web site.
2. Writes and places job advertising in various media utilizing County webpage and Internet online recruiting sources; develops and coordinates the internal job posting program; reviews and evaluates applications to determine appropriate work history, education, training, job skills, and salary requirements; contacts applicant directly to obtain missing information/documentation.
3. Coordinates the scheduling and serves on interview panels; makes recommendations based on applicant's responses, both verbal and non-verbal; assists management with testing of applicants and ensures the reliability and integrity of the system; conducts background and reference checks.

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JOB DESCRIPTION

Human Resources Technician I

4. Oversees the applicant tracking system and maintains applicant files and records for future consideration.
5. Prepares New Hire materials and conducts New Hire Orientation; briefs employees on County benefits; provides instruction and assistance on enrollment forms; addresses questions regarding benefits, policy and procedures, and other personnel issues; ensures processes are in compliance with all applicable regulations.

ESSENTIAL FUNCTIONS (Area of Risk Management)

1. Manages the Worker's Compensation program; processes Worker's Compensation notice of injury forms and tracks and verifies worker compensation time for payroll purposes; tracks and maintains documentation for County Liability Insurance Claims through POOL; maintains contact with employees for up-to-date status and submission of proper paperwork from doctors; coordinates light duty work assignments; tracks and compiles information using specialized software and prepares reports as requested; attends Worker's Compensation hearings; participates on the Safety Committee and provides assistance with the Safety Incentive Program.
2. Coordinates the physical exams for all Sheriff and Fire career staff and volunteers; tracks and maintains status in an electronic database; generates notices and distributes to individuals due for physicals; follows-up with departments and Occupational Medicine on issues relating to physicals, referrals, and results; receives and verifies bills, invoices, and related materials and codes for correct processing and payment; maintains Hepatitis A & B records and performs yearly audits; produces various statistical reports as required.
3. Posts and consolidates an assortment of general and/or statistical information from a number of sources for incorporation into special periodic reports; prepares routine reports and/or written summaries; creates and maintains spreadsheets, database information, and other various documents utilizing word processing, spreadsheet, or database software.
4. Responsible for the Human Resource web page designs and updates including the redesign of existing web pages, informational updates, creation of new pages, and maintenance of forms and links.
5. Assists in the preparation of the department's annual budget including preliminary and final budget documents; collects statistical data and compiles data for reports; updates and assures the accuracy of data input; compiles and/or balances financial reports/books/statements; audits and prepares deposits; maintains receivables; responsible for accurate maintenance of petty cash.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Human Resources Technician I

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of five (5) years progressively responsible experience in Human Resources; Bachelor's Degree in Human Resources, Business Administration, Behavioral Sciences, Sociology or other related field preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before customers or employees of Douglas County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recruitment strategies and laws and regulations related to Workers Compensation and Equal Employment Opportunity (EEO) plans; ability to multi-task and adjust priorities rapidly; ability to operate standard office equipment and personal computers including word processing, databases, and spreadsheet software; HTML and/or web page design techniques may be necessary.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in the work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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