JOB DESCRIPTION

JOB TITLE: Human Resources Technician II **JOB CODE: 02220**

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 coordination of the employee benefit program, processing and documentation of all personnel status changes, and management of the compensation, performance appraisal, and employee training and development programs.

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-related questions; explains rules, policies, and procedures and suggests resolutions to policy-related issues, referring more complex interpretation issues to Manager.

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; performs a variety of other clerical duties including data entry, copying and assembling materials, collecting and distributing mail, answering phones, faxing documents, and other related tasks.

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. Administers the County's Performance Management Plus program including training supervisors on its use and how to conduct performance evaluations; maintains, updates, and creates position data; troubleshoots and resolves program software issues; develops and runs routine and ad-hoc reports.

5. Prepares the County annual salary survey and completes annual and periodic salary survey requests from other agencies; assists with the preparation and maintenance of the annual budget.

ESSENTIAL FUNCTIONS (Area of Benefits & Records)

1. Receives and reviews Personnel Action Forms and verifies accuracy; conducts research to ensure clarification or corrections; computes wages and records data for use in payroll processing; verifies proper authorizations are in place.

2. Processes employee's salary, benefits, and status changes via Personnel Action Forms and inputs data into the computer system; ensures employee records reflect current and accurate data in regards to job, compensation, history, and benefit records.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

3. Examines employee files to answer inquiries and provides information to authorized persons; compiles data from personnel records and prepares reports; provides employment verifications.

4. Administers employee benefit functions including the processing of insurance enrollments and applications, PERS administration, flex plan, supplemental insurance, deferred compensation plans, and insurance claims; administers the COBRA program including eligibility notification, monitoring payments, processing changes, etc; produces a variety of reports and documents, including insurance billings and labor statistical reports; compiles and maintains records for use in employee benefits administration.

5. Works with consultant/carrier to ensure that insurance claims are processed accurately and timely; assists employees by answering questions and researching issues related to the benefit plans; inputs all employee benefit data in the Human Resources database.

6. Develops informational and statistical reports to include evaluation schedules, insurance pending, gender/female stats, and temporary tracking; maintains the authorized position list.

7. Coordinates and conducts employee New Hire Benefit Orientations, including information regarding benefit coverage; coordinates the updating and distribution of required SPDs and other informational benefit program literature.

8. Coordinates the County Drug and Alcohol program; administers the random drug and alcohol testing; maintains records and submits annual reports.

ESSENTIAL FUNCTIONS (Area of Compensation/Classification & Training)

1. Performs job analysis and maintains and updates job descriptions; maintains the performance appraisal tracking system including database maintenance; ensures accuracy and correctness of actual evaluations.

2. Develops statistical reports based on recruitment, status, position control, new hires, Public Employees' Retirement System (PERS), Douglas County Employees' Association (DCEA), evaluation notices, Employee Assistance Program (EAP) tracking, and other miscellaneous reports as needed.

3. Analyzes statistical data and other information concerning all aspects of employment functions and recommends solution policies, practices, and programs to address problems discovered in the analysis process; prepares operational and statistical reports and conducts special projects as assigned by the Human Resources Manager.

4. Oversees, develops, and coordinates a variety of employee and supervisory training programs including computer software training and documentation, Employee Health, Safety, and Wellness Fairs, and safety training; acts as the department liaison to the Safety Committee, maintains and updates the County Safety and Health Program, and performs safety inspections.

5. Develops, maintains, and updates the County Affirmative Action Plan; prepares and submits associated reports as required by regulating agencies.

6. Assists in the development of personnel policies, procedures and other administrative regulations; interprets and responds to inquiries regarding policies, procedures and programs.

7. Assists with benefit administration functions, including enrollment, COBRA maintenance, PERS administration, flex plan, supplemental insurance, deferred compensation plans, and insurance claims.

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.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Human Resources, Business Administration, Public Administration, Industrial Relations or related field and two (2) years of progressively responsible technical human resource experience; OR High School Diploma or General Education Degree (GED) and a minimum of six (6) years of progressively responsible technical human resource experience. Public sector experience desired.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theories, principles, and techniques of Human Resources, including a thorough understanding of Federal, State, and Local laws and regulations related to personnel, safety and risk management, compensation, benefits, Affirmative Action Plans, and HRIS; ability to multi-task and adjust priorities rapidly; intermediate to advanced level of computer knowledge including word processing, spreadsheet, and database software; knowledge of adult learning principles and ability to train supervisory and management employees; familiarity with training evaluation programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; certification as PHR desirable.

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. The employee 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:** _____