



Human Resources Technician

Class Code:
4836

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Sep 1, 1997
Revision Date: Dec 16, 2008

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION: Under general supervision, to perform a variety of technical and clerical personnel work in the areas of benefits and FML processing and coordination; recruitment and selection, classification and compensation, training and development, employee and labor relations, employee benefit coordination and other personnel programs; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Assists with employee benefit coordination, including determining eligibility, inputting elections into computer system and enrolling employee and dependents; processes and coordinates Family Medical Leave Act (FML) cases and assists in monitoring Affordable Care Act (ACA).
2. Coordinates routine recruitment and selection activities; prepares, revises and disseminates recruitment job announcements; prepares and arranges for classified advertising; screens applications for minimum qualifications; conducts written tests; creates and maintains exam plans, as it pertains to applicant tracking and candidate pools; updates, monitors and enters applicant data into computerized tracking software; creates and maintains recruitment and classification history files.
3. Answers routine questions and prepares correspondence relating to court personnel procedures, job opportunities, salary information, exam status and test schedules.
4. Contacts individuals and arranges for their participation on oral boards and in training sessions.
5. Assists in the development of a variety of recruitment/selection materials; monitors situational exercises, as needed.

6. Gathers class specification, salary and benefit data for classification and compensation surveys; and assists in the revision and maintenance of class specifications.
7. Oversees processing of a variety of human resource transactions to ensure timeliness, accuracy and proper processing of benefits, FML, transfers, new hires and promotions.
8. Researches and gathers data for development of and assists with implementation of policies, procedures and systems as they relate to human resources programs, including benefits and FML; recruitment and selection, classification and compensation, training and development, employee and labor relations and other special projects.
9. May participate in training sessions, webinars, job fairs; and attends meetings, as required. Assists with employee orientation and training programs; coordinates special events or programs; and may participate as a member of various personnel-related committees.
10. Provides technical assistance to a variety of on-going and special projects.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

(May meet one of two options.)

Option I

Experience: The equivalent to two years of full-time administrative experience in human resources programs, including recruitment and selection, classification and compensation, training and development, employee and labor relations and benefits in the Superior Court of California, County of Alameda service.

Option II

Education: Possession of an Associate's degree or completion of two years from an accredited college or university with major coursework in business administration, human resources, political science, psychology, public administration or social science.

And

Experience: The equivalent to two years of full-time administrative experience in human resources programs, including recruitment and selection, classification and compensation, training and development, employee and labor relations and benefits.

KNOWLEDGE AND ABILITIES:

Knowledge of basic practices of public personnel administration; methods and techniques of interviewing; record keeping and research methods; modern office methods and practices, including business correspondence and record keeping systems; correct English usage, grammar, spelling, vocabulary and punctuation; proper use of modern office machines and equipment; word processing, spreadsheet and database software applications.

Ability to interpret and explain personnel procedures; perform complex technical and clerical work involving independent judgment; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand and use a variety of business computer software, including word processing and spreadsheet applications such as Microsoft Word and Excel and applicant tracking software; draft, compose and edit correspondence and documents from brief oral or written instructions or rough drafts, using word processing applications; speak clearly and concisely to obtain and to relay information; work with a variety of tasks simultaneously and prioritize multiple tasks; apply office procedures and rules; pay close attention to details; organize and prioritize workload; complete work under time deadlines; work effectively, independently and as a member of a team; maintain confidentiality of information; establish and maintain effective working relationships with staff, administrators and the public exercising professionalism, tact and diplomacy at all times; coordinate oral boards and special projects and activities; create and/or maintain hard copy and electronic data files; schedule, and arrange interviews and meetings; and operate standard office equipment.

CLASSIFICATION HISTORY:

Date established: 9/97 Date revised: 9/16/08 Date revised: 7/7/15