

Class Title: Human Resources Technician
Department: Human Resources
FLSA: Non-exempt
Merit: Non-exempt

Class Code: 3301
Eff. Date: 2/20/96
Grade: 16
Revised: 1/4/23

GENERAL PURPOSE

Under general supervision of the Human Resources Director or designee, performs a variety of technical duties for the Office of Human Resources.

EXAMPLE OF DUTIES

Assists County departments in processing Personnel Actions (PA). Enters and/or audits Personnel Actions for accuracy, edits as necessary; updates HRIS database and proofreads to ensure accuracy; tracks eligibility dates and related data to generate required actions; notifies supervisors of performance evaluations' deadlines. As assigned, may perform HR functions in payroll, FMLA coordination, evaluation tracking, various benefit functions, and provides back-up as necessary.

Assists with recruitment; distributes recruitment announcements and posts job listings to various job boards.

Maintains volunteer information system records; ensures accuracy and completeness of records; reviews and maintains volunteer assignment descriptions; follows-up with departments to ensure compliance with the volunteer policy.

Performs secondary receptionist duties for the department; responds to questions from the public relating to employment with the County; assists visitors in filling out online forms and applications; answers telephones; takes messages; processes and distributes mail; issues employee identification badges. Supports other front desk functions including ordering/purchasing supplies; entering receipts for payment processing; compiling and preparing new employee orientation packets.

Prepares correspondence and memos for the Human Resources Director and Deputy Director(s); assists the HR Deputy Director and HR Generalists with coordinating Davis County Career Service Council hearings and preparation; records and transcribes minutes; makes arrangements for hearings.

Creates and maintains personnel files; ensures accuracy and completeness of files. Retrieves personnel records of terminated employees and prepares them for scanning and subsequent shredding according to retention schedule.

Provides support to other department employees as directed.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation (or equivalent) plus three (3) years of full-time experience performing technical or working level clerical duties, one (1) year of which must have been in a Human Resource environment, or an acceptable combination of education and experience.

2. Special Qualifications:

Must demonstrate basic skills in MS Word and MS Excel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: MS Word and Excel; HRIS (Human Resources Information System); applicable computer operations; federal and state employment rules and regulations; personnel policies and procedures and merit system rules and regulations; modern office methods, procedures, and equipment; proper grammar, spelling, and punctuation.

Skill in: Professional communication; employee relations; operating all applicable computer hardware and software applications; using MS Word and Excel, and other software programs specific to the Human Resources Office.

Ability to: multitask with frequent interruptions; maintain a high degree of accuracy; create and maintain documents and spreadsheets; properly handle sensitive information/records and maintain strict confidentiality; interpret County policies and procedures; perform basic math calculations; establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public; communicate effectively; follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**