



## **CITY OF CALEXICO**

**CLASS TITLE: HUMAN RESOURCES/RISK MANAGEMENT TECHNICIAN**

**MONTHLY: \$3,919- \$4,764**

**RANGE: G-27**

### **BASIC FUNCTION:**

Under the direction of the Human Resources/Risk Management Director, perform a variety of specialized human resources duties in support of the City's employment process and risk management program; assist the Human Resources/Risk Management Director in the coordination of the daily operations of the Human Resources department; provide information and assistance to applicants and employees.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of specialized human resources duties in support of the City's employment process and risk management program; assure compliance with applicable laws, codes, rules and regulations; assist administrative staff with comprehensive human resources activities and programs; maintain confidentiality of sensitive and privileged information.

Provide detailed and technical information regarding employment rules, policies and regulations to current and potential employees; assist employees with questions or problems; answer inquiries concerning hiring procedures, salary and benefit questions and other human resources issues.

Prepare vacancy announcements and distribute according to established procedures; place ads in appropriate publications or recruitment sources; process advertising requisitions.

Receive and screen applications; contact applicants to schedule interviews; set up and monitor oral interviews; update interview questions and assure compliance with applicable laws and regulations; calculate interview scores of applicants.

Notify candidates and appropriate City staff of hiring and rejection decisions; schedule processing appointments; process new hires; prepare hiring packets; process forms to complete employment, termination and payroll processes for employees.

Receive and review job injury reports; submit reports to appropriate parties for processing; communicate with adjustors, doctors and administrators regarding disability status of injured employees; maintain related files and documentation.

Establish and maintain a variety of personnel files and records according to established procedures,

**October 2006**

**Ewing Consulting Services**

policies, rules and regulations; maintain job recruitment folders, applicant forms and test information; prepare verifications of employment and change of status for payroll action.

Receive and review payroll changes for accuracy; assure employees are being paid at the correct salary and verify deductions.

Research and compile a variety of information; prepare information for various federal, State and City reports.

Respond to inquiries from employees regarding medical claims; communicate with insurance administrators; maintain employee medical files.

Monitor special events liability program; assure proper documentation is submitted to appropriate parties for processing.

Operate a variety of office equipment including a copier, fax machine, typewriter and a computer and assigned software.

Train and provide work direction to assigned staff.

**OTHER DUTIES:**

Attend a variety of meetings as directed; take minutes and prepare agendas as assigned by the position.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Operations, policies and objectives relating to human resources management.
- Principles, techniques and processes of recruitment, selection and testing.
- Applicable laws, codes, rules and regulations governing assigned human resources functions.
- Report preparation techniques.
- Correct English usage, grammar, punctuation and spelling.
- Interpersonal skills including tact, patience and courtesy.
- Oral and written communication skills.
- Record management techniques.
- City organization, operations and policies.
- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.
- Principles of training and providing work direction.
- Telephone techniques and etiquette.

**ABILITY TO:**

Perform a variety of specialized human resources duties in support of the City's employment process and risk management program.

Administer the employment process including employment application screening and processing other human resources-related documents.

Develop appropriate and content-valid testing materials.

Prepare and analyze job descriptions in a variety of occupational fields.

Interpret, apply and explain laws, codes, rules and regulations related to human resources.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Compile and verify data and prepare reports.

Meet schedules and time lines.

Work independently with little direction.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Understand and resolve issues, complaints or problems.

Work confidentially with discretion.

Analyze situations accurately and determine appropriate course of action.

Train and provide work direction to assigned personnel.

Type or input data at 40 words per minute from clear copy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, human resources or a related field and three years of human resources experience involving recruitment, selection, examination, position classification, compensation and/or labor relations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

**HAZARDS:**

Potential for contact with dissatisfied or abusive individuals.