

**CITY OF FONTANA
HUMAN RESOURCES TECHNICIAN**

DEFINITION: Under direction, coordinates and performs technical level work in support of Human Resources operations. Positions allocated to this class are distinguished from other technical level classifications by the performance of duties in support of the labor relations process and therefore considered confidential.

EXAMPLES OF DUTIES: The Human Resources Technician will be required to assist in workers' compensation, recruitment and selection, benefits, and risk liability administration.

ESSENTIAL FUNCTIONS: The incumbents must have the ability to:

- Answer questions and provide information to employees and the general public.
- Assist in the administration of the workers' compensation and risk liability programs.
- Participate in the recruitment process; prepare job announcement bulletins; place advertisements in newspapers and publications; maintain eligibility and employee reinstatement lists; answer inquires regarding the recruitment process.
- Assist in the selection process; arrange interview panels; schedule applicants for testing; administer testing processes; schedule new employee physical exams.
- Prepare and process personnel documents related to hiring, promotions, salary adjustments, retirements, terminations, and evaluations.
- Assist in the administration of employee benefits; explain benefit programs; complete benefit enrollment forms; process insurance premiums and self insurance programs.
- Respond to employment verifications pertaining to current and past employees.
- Participate in the updating and maintenance of departmental files, including computer system.
- Process unemployment insurance claims.
- Assist in the development of department budget; maintain and review departmental accounts; process accounts payable.
- Administer the City's Trip Reduction Plan.
- Implement and maintain standard filing and accounting systems.
- Understand and apply pertinent policies, procedures, laws and regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and

fine coordination in preparing reports using a computer key board. Additionally, this position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and counter service.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Basic principles and practices of personnel administration including recruitment and selection, benefit administration and workers compensation.
- Principles and procedures of record keeping and reporting.
- Modern office procedures, methods, computer equipment and software.
- Applicable Federal, State and local laws, codes and regulations.
- Basic principles and practices of effective business writing.

Experience: Two years of increasingly responsible clerical and technical experience in a Human Resources department.

Education: Equivalent to the completion of the twelfth grade, supplemented by specialized training in business/public administration, personnel, workers' compensation, risk management or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a Valid, CA class "C" Driver's License.