



SC-PAY GRADE 14

SENIOR HUMAN RESOURCES TECHNICIAN

DUTIES AND FEATURES OF THE CLASS:

The employee in this class is responsible for performing para-professional Human Resources work to support the administration of the human resources function. Work at this level involves the processing of human resource transactions primarily in the areas of pay, benefits and applicant services, but may also include other areas of Human Resources. Principal contacts are with employees, applicants, managers, supervisors, insurance companies, and various other state and federal agencies for the research of records and files to obtain and explain information and resolve discrepancies. This employee is responsible for carrying out a variety of complex technical activities in one or more functional areas of Human Resources Management. Duties are performed with general supervision by the Director or Manager of Human Resources.

EXAMPLES OF WORK:

Reviews and prepares human resources transactions for accuracy and compliance with personnel policies, federal/state guidelines and departmental procedures; provides information and guidance to employees, applicants, supervisors, and managers in areas of assigned human resources responsibilities regarding the processes, procedures and program requirements; researches and resolves a myriad of problems associated with employee and applicant circumstances; generates memos, letters, reports and general correspondence in support of human resources activities; processes pay transactions as a result of salary adjustments due to changes in employee status, the hiring of new employees and preparation of supporting documents for payroll; performs transactions within mandated time constraints and departmental objectives; processes benefit transactions to add, delete or change an employee's benefits; explains benefit programs to employees regarding eligibility, options and requirements for benefits such as insurance, pension, workers compensation and FMLA; handles the onboarding process to fill new or vacant positions which includes, but is not limited to posting and advertising vacant positions, review of employment applications for minimum qualifications, interviewing and representing the department at job fairs; performs other related duties as required and assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Strong knowledge of principles and practices of personnel administration; effective organizational and interpersonal skills including written and verbal communication skills; ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or

government law; ability to maintain a high level of confidentiality; ability to establish and maintain effective working relationships; ability to apply specific application of personnel rules, state/federal human resources program requirements, department policies and procedures, and coordinating the various programs that impact on an employee's situation.

QUALIFICATIONS:

Bachelor's degree in Human Resource Management, Public Administration, Business Administration, Behavioral Science or related field or possession of a SPHR, PHR, IPMA-CP, IPMA-CS or equivalent professional Human Resources certification or (3) three years' experience in processing Human Resource transactions in areas such as payroll, benefits, applicant services, labor relations or employment practices in accordance with laws, rules, regulations, policies and procedures; providing guidance and information to others; researching and resolving problems; proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint); experience in using an automated Human Resource Information System; experience in using an applicant tracking system preferred.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-hour work week (Monday - Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

Revised 7/2017