PERSONNEL TECHNICIAN I/II

DEFINITION

Under general supervision, to perform a variety of complex, technical support work in the development and implementation of the City's human resources and risk management programs; to be responsible for the maintenance of the personnel and risk management transaction system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Personnel Technician I is the first working level in the Personnel Technician class series. Incumbents perform a variety of, technical support work for the City human resources and Risk Management functions and operations. This level is distinguished from Personnel Technician II by performance of a broader range of more complex technical personnel support with less guidance and supervision and demonstrated sound work habits.

REPORTS TO

Designated department supervisor, department head, or designee

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Schedules and conducts new employee orientation and out-processing; coordinates and schedules training sessions and training workshops; prepare and develop training for various Human Resources and Risk Management programs and present to employees; monitors and tracks Department budget expenditures and works with Finance to ensure payment to vendors; provides research and support work for labor negotiations; maintain files in designated area of responsibility; maintain a variety of tracking logs; operates document imaging equipment and indexes documents for official records; checks division e-mail and FAX machine for incoming messages; performs a variety of back-up assignments for the designated Supervisor; performs other duties as assigned.

When Assigned to Risk Management:
Performs a variety of technical support for the City's risk management functions; processes liability claims and evaluates policies; responds to inquiries regarding government claims; responds to inquiries regarding subrogation claims; represent the City in small claims court as part of the general liability and subrogation claims process; assigned to workers' compensation claims processing; maintains communication and shares information with workers' compensation claims adjuster; calculates temporary disability payments and processes weekly payments to workers' compensation vendors; responsible for OSHA compliance; updates the City's Injury & Illness Prevention Program and communicate updates to employees; acts as

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

When assigned to Risk Management: (Continued)

liaison between employees, retirees, and various vendors of benefits; communicates with insurance broker; responds to inquiries regarding employee and retiree benefits; performs open enrollment activities; process and comply with Medical Support Orders; verify City compliance with AB1825 training for City managers & supervisors; participate in City-Wide Safety committee meetings; process City requests for Insurance Certificates; maintain and update City property lists and deliver to broker for Property Insurance renewal; assists with preparation of requests for proposal.

When Assigned to Personnel:
Performs a variety of technical support work for the City's human resources management functions; develops and maintains personnel data, records, and transaction systems; ensures timely distribution and completion of employee evaluations; updates employee personnel files and transaction systems, providing information to authorized persons; assists with the conduct of City recruitment and selection procedures and processes employment applications; compiles data from personnel records and prepares reports; processes and computes wage and other data for use in payroll processing; compiles and maintains information for use in employee benefits administration; prepares and distributes the Personnel Board agenda, attending meetings and maintaining official minutes and documents; assists with a variety of Human Resources management functions, including classification and compensation studies; assists with preparation, coordination, and administration of tests and selection systems; responds to variety of inquiries about City Human Resources management practices and operations.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, FAX and scanner.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

When assigned to Risk Management:

Knowledge of:

Principles, methods, and practices of Risk Management and Employee Benefits.
Basic knowledge of laws, rules, and regulations governing the City Risk Management Employee Benefit transaction systems.
Risk Management transaction requirements and systems.
Computer systems and software applications related to Risk Management administration and transactions.

DESIRABLE QUALIFICATIONS (Continued)

Ability to:

Perform a wide scope of technical Risk Management and Employee Benefit transaction and records maintenance assignments.

Assist with a broad range of City Risk Management and Employee Benefit functions, including open enrollment, insurance renewals, property schedule maintenance, and benefits administration.

Develop and maintain Risk Management and Employee Benefit transaction systems, records, and reports.

Use a computer and applicable software packages in the administration of Risk Management and Employee Benefit systems.

Conduct employee orientations and out-processing.

Effectively represent the City Risk Management system and policies in contacts with other City staff, the public, and other government agencies.

Establish and maintain cooperative working relationships.

When assigned to Personnel:

Knowledge of:

Principles, methods, and practices of Human Resources Management and

Basic knowledge of laws, rules, and regulations governing the City Human Resources management and transaction systems.

Basic knowledge of recruitment and selection procedures and methods of position classification and salary administration.

Human Resources transaction requirements and systems.

Computer systems and software applications related to personnel administration and Human Resources transactions.

Ability to:

Perform a wide scope of technical human resources systems transaction and records maintenance assignments.

Assist with a broad range of City human resource management functions, including recruitment, selection, classification plan maintenance, and compensation administration.

Develop and maintain personnel transaction systems, records, and reports.

Use a computer and applicable software packages in the administration of personnel systems.

Conduct employee orientations and out-processing.

Effectively represent the City human resources system and policies in contacts with other City staff, the public, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

DESIRABLE QUALIFICATIONS (Continued)

Training and Experience: (Continued)

Personnel Technician I:

High School Diploma or equivalent and at least one year of experience in performing technical human resources and risk management support work.

Personnel Technician II:

Completion of requirements for an Associate of Arts degree from an accredited college with emphasis in public administration, human resources or a closely related field and two years of increasingly responsible work experience in performing technical human resources or risk management support work at a level equivalent to Personnel Technician I with the City of Merced.

Special Requirements:
Possession of a valid California Driver's license, issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED _____ DATE
Chairperson, Personnel Board