

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Human Resources Technician
FUNCTIONAL AREA: Human Resources Department

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to perform paraprofessional and technical work in support of Human Resources Department. Employees in this classification assist with implementing and maintaining professional personnel programs, in one or more specialized areas. Work is performed with considerable independent judgment and initiative, but problems of an unusual nature are referred to a superior for resolution. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepares job advertisements, internal and external job postings, inputting data from applications into an applicant tracking system, administering testing, preparing applications for screening, evaluating qualifications and completing data input and recruitment files once a hiring decision has been made.
- Schedules, administers, scores and records results of tests. Records certifications.
- Processes new hires by coordinating physicals, mailing out new employee information packages, and preparing new employee orientation list.
- Verifies and processes forms for new hires, lay-offs, resignations, suspensions and dismissals, checking for accuracy, completeness, and compliance with regulations; enters correct information into human resources' records.
- Assists with inquiries concerning group health and life insurance programs, sick leave, vacation, other benefits, and disciplinary guidelines.
- Assists with interpretations of City and human resources' policies and the proper application to departments and individual employees.
- Records changes in employee status and other personnel actions.
- Completes forms used to input and maintain information for computerized record systems.
- Responds to and may conduct classification, compensation and benefit surveys.
- Maintains personnel files and records; prepares and processes scanning/imaging; and serves as Records Management Coordinator for department.
- Researches historical records to resolve personnel problems.
- Answers routine questions concerning job openings, job information, pay and qualifications, predetermination and grievance processes, benefits, leave, and training opportunities.
- Coordinates and prepares background screening and reference check documents. Schedules physicals, computer voice stress assessments, drug tests, etc.
- Updates and maintains classification and pay plans; labor agreements and HR policies and procedures.
- Coordinates and processes paperwork for employee service or recognition award programs.

Human Resources Technician

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Associate's Degree in Human Resources or related field; supplemented by three (3) to four (4) years progressively responsible experience in human resources work including some experience in the functional area of job assignment; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Knowledge of City, State and Federal laws and regulations of personnel and payroll administrative policies and procedures.

Knowledge of Coral Springs personnel and payroll administrative policies and procedures.

Ability to understand, follow and coordinate written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Skill in the principles and techniques of administrative support skills and interpersonal skills.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications.

Ability to read, update and maintain various records and files.

Skill in establishing and maintaining effective working relationships with City employees and the public, and to deal with employee relations problems effectively and courteously.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.