



HUMAN RESOURCES TECHNICIAN



Description:

Under general supervision, performs a variety of technical work of a human resources nature in support of one or more professional or management positions. Provides technical assistance to applicants, San Bernardino County Fire and Special Districts Human Resources Division staff in the processing of personnel transactions and in the compilation of data.

Distinguishing Characteristics:

Positions in the class are characterized by their responsibility to perform various personnel assignments in clearly delineated areas requiring general program knowledge. Positions are distinguished from the Human Resources Analyst by having responsibility for the less demanding technical assignments.

Duties may include, but are not limited to:

1. Gathers data and computer statistics concerning completed recruitment and selection processes; recommends and implements adjustments to personnel system to enhance efficiency.
2. Contacts public agencies by phone or in writing to collect data relating to salaries, fringe benefit programs and organizational structure; assembles data collected according to computerized report format.
3. Makes classification specification comparisons to determine if other public agencies have classifications comparable with the District/Division.
4. Prepares bar graphs, charts and related visual materials to illustrate existing or proposed salary relationships in a class series; prepares charts depicting current or proposed organizational arrangements of departments.
5. Reviews classification specifications and determines when last update occurred and contacts controlling department to inquire if a specification review is necessary; if a review is requested, notifies Human Resources Analyst.
6. Completes routine questionnaires from other public or private agencies relating to salary, classification, organizational structure or related matters.
7. Provides technical assistance to implement return to former class, voluntary demotions and other provisions of the Personnel Rules.
8. Researches personnel records and other source documents, and creates computer-generated and manual reports to display the results of the research.
9. Reviews claims for authorization for payments for signature by division manager; identifies errors and advises department of necessary corrections to be made.
10. Uses pre-programmed software to develop and maintain tracking systems for grievances, disciplinary actions, affirmative action data, unemployment insurance claims and payments, and other standard reports.

11. Provides vacation or temporary relief as required.

12. Provides other duties as required.

Typical Qualifications:

Completion of 18 semester or 27 quarter units from a recognized college in Public/Business Administration, Social/Behavioral Sciences or a closely related field. (An additional year of qualifying experience may be substituted for the required education.)

Two years of technical Human Resources experience, which includes interpreting and applying personnel rules and regulations.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 40073

Salary Range: N26

Representation Unit: Non-Represented Compensation Plan

Last Updated: 5/20/10