

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Human Resources Technician	CLASS. CODE: 0070
DEPARTMENT:	Various	FLSA: N
REPORTS TO:	Various	DATE: 7/1/2002

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**Job Summary:**

Provides direct support to department management including expertise related to employment law and general human resources administration. Reviews, completes, processes paperwork and enters information into computer system for employee human resources records; tracks employee information, develops and creates reports, researches and disseminates information to employees, supervisors, managers and other departments as needed to complete appropriate actions; maintains position control for the entire organization. May include supervision of office support staff.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Reviews, completes, makes corrections and processes all human resources paperwork affecting employees' pay or benefits including new hire packets, promotions, disciplinary actions, acting in capacity, reclassifications, terminations, retirements and all other personnel changes. Enters data into computer system; notifies other departments/personnel of new hires and employees eligible for benefits.
2. Works with General Ledger, Project Accounting and Purchasing to process reorganizations at fiscal year change; creates new organizations and cost center names and numbers; enters positions/employees into new organizations when completed.
3. Provides medical insurance paperwork to new employees and ensures they submit paperwork before the deadline. Works with employees, insurance companies and Benefits Manager to track eligibility for dependent coverage; notifies Benefits Manager of employees converting to COBRA benefits. Advises employees of changes in benefits and answers questions regarding benefit coverage. Processes all other benefits selected by employees; makes appropriate changes at proper time of year based on type of benefit, City policy, etc.
4. Provides reports to managers and supervisors regarding performance appraisal dates. Enters performance appraisal data; processes salary adjustments; removes employees from probation when applicable. Schedules and tracks next appraisal date and type of appraisal due; notifies appropriate parties to ensure reviews are kept current.
5. Applies cost of living increases, salary range changes and other pay adjustments per employee contracts or Council actions; creates and distributes new pay plans. Reviews and interprets labor contracts, other rules and regulations for changes that affect human resources and payroll issues.
6. Tracks and reports retirement program data; enrolls employees when eligible or removes per requirements; files pre-annual and annual reports; works with Payroll and PERS to balance discrepancies; assists employees with questions concerning the retirement program.
7. Tracks and runs various reports for key dates such as service time, probation, seniority, performance reviews and training records; informs appropriate parties or processes appropriate transactions accordingly.
8. Maintains Position Control; works with Budget Office to maintain accurate list; adds

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new positions as approved by Council; enters reclassifications.

9. Teaches/assists department users in navigating in Oracle program; provides instruction for creating reports. Works with security issues, updating information and providing access as approved by Human Resources Director.

**Important Job Functions**

1. Works with Data Center to create needed reports; provides requirements to Data Center; tests completed reports for accuracy.
2. Creates reports as requested by other departments using report writer program.
3. Works with Payroll regarding Oracle issues.
4. Attends meetings and various training seminars and conferences as required.
5. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or equivalent, and,  
Four to Five (4-5) years of experience in technical human resources work or related field, with at least 2-3 years experience in payroll or human resources processing; or,  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None required

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office practices and procedures and various office software products.
- Various computer systems and complex programs including Oracle and HRIMS.
- All City collective bargaining contracts and rules and policies regarding employees' pay and benefits.
- State of Oregon Department of Public Safety Standards and Training documentation and training requirements.
- Application and regulations of FMLA, BOLI, FLSA and Oregon OSHA.

**Ability to:**

- Perform effectively and meet deadlines in an environment involving high volume of work and interruptions.
- Operate a personal computer and utilize considerable keyboarding/typing skills.
- Organize, manage time effectively and multi-task.
- Work independently and make decisions with minimal supervision.

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- Organize, assemble and utilize statistical, financial or other information relating to human resources programs assigned.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, read, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Bend, kneel, stoop or climb stairs.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.