

South Jordan City

Job Description

Title: Human Resource Technician
Org Code: 100330
Pay Grade: 11

Effective Date: 7/1/17
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Provide working level customer service and routine technical support to the human resources division to expedite the processing and maintenance of human resources information and records to include maintenance of the human resources information system (HRIS), performance evaluation administration, training, and recruitment. Assist employees, management staff and members of the public with inquiries and requests regarding human resource procedures.

SUPERVISOR

Human Resource Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Maintain a regular and dependable level of attendance as agreed upon with supervisor.

Provide daily customer service and routine assistance related to human resources activities for City employees and the public as needed.

Schedule and/or coordinate appointments, meetings, facilities, or other activities; gathers materials and follows up as needed.

Assist with the recruitment/selection process for the City, including log applications into city software, schedule interviews, prepare interview packets, create new hire packets, assist new hires with paperwork/online enrollment and verify employment eligibility of new hires through E-Verify.

Provide general administrative and clerical support to professional human resource staff.

Respond to verbal and written employment verification requests from various lending institutions, local agencies, or other districts.

Assist with maintaining accurate and complete information on the city's salary survey program.

Responsible for ordering office supplies and other approved miscellaneous purchases.

Assist with citywide job description updates for employees and volunteers.

Reconcile vendor billing and process accounts payables for the human resource department.

Participate and support development of regular employee trainings. Track training participation rates and ensure proper documentation has been provided for employee training files.

Review Date: 6/14/17

Assist with miscellaneous award and benefit programs for the city.

Provide employee driver's licenses report to Risk Management on a monthly basis.

Conduct quarterly audits and update mandatory posters at all city locations.

Assist with city random drug-screen testing process for public safety and safety-sensitive positions.

Ensure record compliance within City policies and State Archive Records Retention Act.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Two years' experience related to human resources, office assistance, or customer service, or a minimum of three-month internship experience working in human resources capacity.

2. Special Qualifications:

Associates Degree from a regionally accredited college or university with major course work in in business, human resources, public administration or related field preferred

Experience working in the public sector preferred.

Experience in the use of Munis, spreadsheets, and word processing preferred

3. Knowledge, Skills and Abilities:

General knowledge of human resource management principals, methods and techniques, and ability to apply this knowledge in quality orientated environment. Must have excellent customer service skills and be a team player.

Ability to maintain confidential information in a skilled manner consistent with the human resources profession.

Ability to understand methodology of HRIS administration and ability to operate a personal computer and Microsoft products. Ability to create and execute standard operation procedures for human resources division.

Must be well organized, meticulous and able to prioritize tasks. Must be able to develop and manage automated and complex filing systems. Knowledge of office procedures, Business English, proper correspondence formats, and letter and memoranda composition.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, bending, stooping, and walking. Subject to extended exposure to computer visual display terminals. Moderate exposure to stressful situations and a result of human behavior and deadlines.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not

prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-exempt	EEO-4 Class:	Admin.
Location:	Human Resources	EEOP Class:	Admin. Support
Group/BU:	General Pay Plan	Tech-Net Match:	200