



CITY OF BANNING, CALIFORNIA

Senior Human Resources Technician

Job Code: 1235
Grade: G58

FLSA Exempt Non-Exempt

JOB DEFINITION: Under limited supervision, provides highly skilled, advanced level administrative support for human resources and risk management activities and functions, including recruitment, classification, compensation, benefits administration, employee and labor relations and training, and employees' safety and workers' compensation services; a variety of technical duties in support of the City's Human Resources management; recommends and implements changes to enhance effectiveness; performs special projects as assigned.

DISTINGUISHING CHARACTERISTICS :

This is a lead/advanced journey level class expected to exercise independent judgment and initiative and perform the more difficult, complex human resources functions, including research and data analysis, while also providing risk management support. This class is distinguished from the next lower classification of Human Resources Technician by assuming an advanced level of responsibility and performing professional level human resources work.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Deputy Human Resources Director. Exercises procedural guidance to the Human Resources Technician.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plan, organize, and coordinate recruitment plans and programs for the City; prepare announcements, advertisements, application packets; screen applications; coordinate and proctor tests; oversee interview process; develop eligibility lists; notify applicants of status during the various phases of the recruitment/selection process; coordinate new hire process, including pre-employment physical, background check, and fingerprinting; conduct new employee orientations; process employee separations from City service.
- Arrange for random drug testing of employees in accordance with City policies.
- Prepare employee evaluation notifications for routing to department. Maintain a log of outstanding evaluations, and notify departments of any outstanding evaluations as needed.
- Assist in the development and implementation of personnel policies; interpret and explain the City's municipal code, policies and procedures, rules and regulations, ordinances, resolutions, and labor agreements; respond to requests for information and assistance from employees, management, outside agencies, and the public; respond to inquiries and advise management employees on employee relations issues and other human resources issues and laws, stay current on labor laws and regulations.
- Assist in the development and administer, monitor, and maintain all benefit program, including health, dental life disability and vision insurance plans, deferred compensation plans and CalPERS retirement program. Oversee annual open enrollment benefits fair; respond to benefit questions; act as liaison to employees to resolve claim issues with providers; prepare documents for enrollment, changes, and terminations; explain benefit programs and keep employees apprised of benefit additions, changes and other updates; prepare short and long-term disability claims and guide employees through the disability process; process death benefit claims.

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- Set up and maintain workers' compensation and liability claim files; assemble and review pertinent information to assist in evaluation of claims; communicate with third-party administrators regarding claims activities;
- Arrange recovery and defense actions related to small claims subrogation efforts.
- Process physical damage claims filed by City departments for reimbursement.
- Update and maintain Human Resources Department web site.
- Administer, monitor, and maintain programs to ensure compliance with State and Federal regulations, including the Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA), California Family Rights Act (CRFA), Pregnancy Disability Leave (PDL), the Affordable Care Act (ACA), and the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Recommend and implement departmental improvements; train new Human Resources Technician staff.
- Develop class specifications and maintain the City's classification plan; conduct salary, benefit and classification surveys; compile and analyze data; prepare results in report format; oversee and maintain confidential personnel files; attend and participate in meetings representing the department; stay abreast of new trends and innovations in human resource management; participate in special projects as assigned; perform research and assist in developing and implementing programs and procedures.
- Perform other related duties as assigned or required.

KNOWLEDGE and SKILLS:

Knowledge of public sector human resources administration practices and terminology, particularly as related to recruitment, selection and compensation and benefits administration; Federal and State regulations, including HIPAA, FMLA, CFRA, PDL, ACA, ADA, CPD and COBRA; basic claims administration practices and terminology, particularly as related to public agency liability claims and workers compensation claims; data gathering and basic analysis technologies; the basic functions and structure of a municipal government and records management & retention policies, including document imaging software

Skill in understanding, analyzing, interpreting, applying and explaining complex policies, procedures, laws and regulations; preparing clear, concise and effective written materials; maintaining accurate records and files; researching and compiling information and preparing reports and recommendations; exercising sound independent judgment within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of the work, including maintaining a high degree of confidentiality and coordinating multiple concurrent projects

MINIMUM QUALIFICATIONS: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance as a Senior Human Resources Technician. Example combinations include: an Associate's Degree with course work in human resources, business administration, public administration or a related field **AND** four (4) years of progressively responsible public sector human resources experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS: Must possess and maintain a valid California Driver License. May be required to work outside the traditional work schedule.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping. Regular grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, constant near and far vision in reading written reports and work related documents. Frequent acute hearing when providing phone and personal service. Occasional lifting, dragging and pushing files, paper and documents weighing up to 25 pounds.