

Job Title: Human Resources Technician

Division: Management Services

Summary:

Under general supervision, performs a variety of support duties in personnel program areas, including recruitment and selection, benefits and employee relations for Conejo Recreation & Park District (CRPD) and Mountain Recreation & Conservation Authority (MRCA), and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Serves as the first point of contact for employee and applicant human resources information and questions; answers questions on job opportunities, recruitment policies and processes, benefits, leaves, workers compensation and other District and MRCA human resources policies, procedures and practices.
- Performs a variety of paraprofessional recruitment and selection processes including creating job flyers and posting positions, coordinating interviews and communicating with candidates.
- Schedules pre-employment background checks and fingerprinting and proctors examinations and testing; ensures completion of all required documentation, processes all pre-enrollment paperwork for new employees and contractors and orients new employees.
- Processes personnel actions and organizes and maintains a variety of databases of statistical information regarding each employee's position title, job class and step; prepares related reports.
- Initiates and tracks performance evaluations.
- Performs tasks relating to health, retirement and insurance benefits, including related notification, correspondence and staff support; coordinates open enrollment.
- Ensures accuracy of data used for payroll and stuffs and distributes paychecks.
- Tracks temporary employees' employment data and advises supervisors of needed status changes.
- Assigns and tracks periodic and annual training and certification.
- Maintains electronic and physical personnel files and related records.
- Assists with Human Resources and District administrative support and reception duties.

Other Duties and Responsibilities:

- Acts as communication liaison regarding medical leaves of absence and unemployment issues.
- Performs bank and insurance billing reconciliations and may process departmental purchase orders and invoices.
- May be required to drive District or personal vehicle.
- Non-exempt employees may be required to work overtime.

- Participates during disasters or when emergency response is needed.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and two years of progressively responsible technical or administrative experience in human resources or payroll administration; or an equivalent combination of training and experience. An associate degree with coursework in human resources is preferred.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from managers, employees and applicants.

Math Ability:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and statistical information.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction provided in written or oral form.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing, spreadsheets and database programs.
Ability to exercise understanding and discretion in dealing with employee situations.
Maintain confidentiality of information and work products.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. The work environment is subject to low to moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. The employee is occasionally required to lift up to 10 pounds.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.