

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION: **Human Resources Technician**
DEPARTMENT/DIVISION: Human Resources
DIRECTLY REPORTS TO: Human Resources Administrator/Board Secretary
FLSA: Non-Exempt

Job Definition

This position performs a variety of technical and administrative duties in support of human resources functions of the District including recruitment and selection, benefit administration and maintenance of personnel records; and to provide administrative support as it relates to Board of Directors meetings.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Interacts with employees; serves as a resource for employee questions and provides Department support in human resources issues; develops and distributes information regarding human resources issues and policies to District staff.
- Compiles and develops information for special studies and reports from a variety of resources; completes various special projects, under the direction of the Human Resources Administrator/Board Secretary.
- Serves as Board Secretary by delegation as required.
- Answers or redirects correspondence on behalf of the Board of Directors.
- Attends a variety of District and Board of Directors meetings; assists with agenda and board packet preparation, and meeting minutes.
- Maintains employee records and assists with the tracking of compliance with certifications as required for applicable positions.
- Performs technical and administrative human resources activities related to recruitment, selection, onboarding and offboarding, including orientation and exit interviews for new and departing employees.
- Assists with selection activities such as the development and posting of job announcements, assisting with interview logistics, and coordinating and participating on interview panels.
- Provides support for the onboarding and offboarding of new and departing employees.
- Provides administrative support to the Human Resources Administrator with disciplinary matters, including investigations and mediation.
- Supports the open enrollment process by preparing and disseminating notices to employees, reviewing, and approving benefit selection and responding to employee questions.
- Maintains accident information and prepares reports in compliance with OSHA and insurance carrier recordkeeping requirements.

- Researches and prepares correspondence, memoranda, reports, e-mails, policies and procedures and other miscellaneous documents.
- Makes conference travel arrangements, lodging and other reservations and processes Board members' claims for reimbursements.
- Performs special projects as delegated by the General Manager.
- Assists in conducting salary reviews and job audits.
- Updates, revises, and ensures consistent format of District job descriptions.

Qualifications

Knowledge of:

- Basic principles and practices of public employment administration, including employee health and welfare benefit administration and recruitment and selection.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Basic principles of personnel policy and procedure development and implementation.
- Basic recruitment and selection methods and procedures.
- Equal employment opportunity and affirmative action requirements and guidelines.
- Budget development and fiscal controls.
- Pertinent state and local laws, codes, regulations reporting and disclosure requirements including, but not limited to, the Brown Act, the Public Records Act, the Political Reform Act, election laws and procedures relating to the District and Board of Directors.
- Functions and operating procedures of local governance bodies and committees.
- Legal terminology, forms and procedures related to agendas, meetings, and actions of the Board of Directors.
- English usage, spelling, punctuation, and grammar.
- Modern office practices and technology.

Ability to:

- Maintain confidentiality.
- Effectively represent the District's human resource policies, programs and services with the public, community groups, contractors, and other organizations.
- Organize data, maintain records, and prepare reports.
- Understand, interpret, and apply laws, rules, regulations, and ordinances relating to human resources and recommend policies and procedures that are legally compliant.
- Maintain appropriate personal interaction with staff in difficult situations.
- Operate a variety of office equipment and computer programs in the performance of work assignments.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Use fine gross motor coordination in performing data entries into the computer while sitting for prolonged periods of time.
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks including typing and calculating.

- Hear normal conversation in person and/on the telephone.
- Vision must be sufficient to accomplish the duties of the position, which may include operating a company vehicle.
- Lift, carry, push and pull 25 pounds.
- Travel infrequently by vehicle for District related duties and activities.
- Intermittently twist and reach office equipment

Required Certifications and Licenses

Possession of a valid Class C Driver's License.

Required Education and Experience

- Possession of an associate degree from an accredited college or university in business administration, human resources management, or a closely related field.
- Minimum of two (2) years' experiences in human resources or a related field.