



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
PERSONNEL TECHNICIAN

FLSA Status: Non-Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: UB1

CLASS SUMMARY:

The Personnel Technician is the first level in a two level Human Resources Series. Incumbents are responsible for providing technical information and process support to City departments related to personnel law, policy and procedures. Responsibilities include preparing materials and conducting processes related to recruitment and selection, researching technical information related to employee compensation and benefits, compiling reports required by state and federal agencies, creating documents implementing changes in employee status and/or compensation, and calculating cost of salary and benefit proposals in support of labor negotiations. Duties include internal customer service, multi-tasking and problem solving.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Prepares recruitment and interview process materials in accordance with City policy and state and federal laws to include document preparation, application review, advertising/outreach and coordination with supervisors.
- Administers employee/retiree benefit enrollments and terminations including responding to inquiries and consulting with vendors, managing open enrollment and reviewing bills and invoices for accuracy.
- Creates accurate personnel actions including collecting and verifying information, and routing forms ensuring appropriate approvals.
- Tracks information, provides notification, and coordinates government programs such as COBRA, family medical leave, workers compensation, and military leave.
- Completes and files various human resources reports required by city, state and federal agencies.
- Provides estimates of proposed salary and benefit information for budget and labor contract negotiation purposes, prepares detailed negotiation minutes, and drafts contract changes.
- Participates in various City committees.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree in a related field with an emphasis in accounting, finance or business administration, and three years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License – Class C
- Oregon Law Enforcement Data System (LEDS) Certification within 60 days of appointment
- Typing Certificate – 40 words per minute with a minimum 95% accuracy

Knowledge (positions in this class require):

Knowledge of:

- Human resources principles and practices;
- Employment laws, rules and regulations;
- Microsoft Office programs with sufficient enough to complete semi-complex functions;
- General office procedures;
- City organization and management;
- Concepts of conflict resolution;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Research and analysis related to City, State and Federal Code;
- Application of personnel concepts and technologies;
- Providing professional and courteous customer service;
- Research, analysis and problem-solving;
- Keyboarding at 40 words per minute;
- Accurate data entry;
- Principles of grammar sufficient to prepare correspondence and reports;
- Managing personnel and payroll practices;
- Using a computer and related software applications with advanced knowledge of Microsoft Office programs;
- Organizing and multi-tasking to successfully manage varied workloads;
- Communicating verbally and in writing in a professional and courteous manner;
- Safely operating a motor vehicle;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, kneeling, reaching, pushing and pulling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents are required to travel and may be required to work overtime.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised December 5, 2014