

870208/02/04

Created

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of complex and responsible clerical, secretarial and administrative duties; to supervise administrative support staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The position of Human Resources Administrative Technician is distinguished from other clerical and secretarial classes by the responsibility for administrative and budgetary duties assigned to this position; for the performance of complex and responsible clerical and administrative tasks requiring a thorough knowledge of departmental policies and procedures; and for assisting in the development and administration of a departmental budget. Incumbents in this class may also be expected to provide administrative support to City boards and commissions.

REPORTS TO: Human Resources Director

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Director. May exercise general supervision over administrative support staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in the maintenance of the position control system, processing personnel actions and updating Payroll/Human Resources system changes; process Departmental Personnel Action Forms.
- Assist in resolving personnel problems; analyzing staffing needs; interpreting personnel policies and procedures; recommending effective courses of action.
- Speak before groups concerning human resource matters; coordinate civic and community engagements.
- Participate in special projects and training as assigned.
- Prepare reports, charts, tables and graphs; supervise and maintain a variety of records such as payroll, attendance, budget, personnel and grievances.
- Participate in the administration of employee benefit programs by providing forms, information and counseling.
- Assist in and conduct routine position classification studies.
- Assist in the preparation and revision of class specifications.
- Participate in and conduct salary and fringe benefit surveys; compile analyze data and make recommendations.
- Design and develop materials and manuals, forms and documents.
- Maintain calender and scheduling for Department Director.
- Prepare correspondence, reports, charts and surveys; respond to requests and complaints; review, determine

priority, action and routing of mail.

- Review Department time cards and sign in Director's absence.
- Prepare Council reports, review and format reports from staff, assure proper procedures and routing.
- Work with outside consultants in high profile recruitments, coordinate and schedule interviews, making arrangements for interview panelists and applicants, preparing materials; review, process and route payments.
- Handle extremely confidential matters and materials on a variety of issues.
- Act as a liaison for Department in Director's absence; act as a liaison between Department Heads, other Departments, staff and the general public.
- Coordinate, schedule and prepare materials for Departmental staff meetings.
- Supervise the assignment of City parking and City Security System.
- Prepare initial grievance memos to Departments, maintain records/logs, prepare correspondence, schedule hearings, and interact with various unions.
- Prepare and maintain last chance agreements and stipulations.
- Prepare union negotiation Memorandum of Understanding proposals, prepare final documents for publication and maintain records and contracts.
- Develop, prepare and monitor Departmental budget; review, analyze and compile budgets for various programs and divisions within Human Resources; assist and advise staff on budget related issues; provide justification for and make recommendations of expenditure requests.
- Participate in Department's overall planning and goals and objectives.
- Organize, supervise and coordinate Department's office operations.
- Provide staffing to various Boards and Commissions.
- Prepare Departmental reports to comply with grants applications and Federal government regulations.
- Department administrator for interactive software for personnel and payroll purposes.

QUALIFICATIONS

Knowledge of:

- Basic principles of human resources administration.
- Policies, procedures, ordinances and resolutions governing City human resource activities, conditions of employment and/or employee benefits.
- Budget preparation and administration.
- Basic research and statistical methods.
- Basic office organization and principles of management.
- Modern office practices, procedures and equipment, including micro-computers and applicable software applications.
- Applicable federal, state and local laws, regulations and ordinances.

Ability to:

- Plan, organize and implement programs and related activities.

- Understand and interpret policies and procedures and explain them to others.
- Compile and maintain complex records, files and financial information.
- Establish and maintain a variety of personnel and related records requiring confidentiality and security.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate of Arts Degree from an accredited college in business/public administration, human resources, social or behavioral sciences, psychology or a closely related field.

Experience: Three years of advanced administrative support experience, preferably in human resource functions. Up to two years of additional education may substitute for two years of the required experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Human Resources Administrative Technician

TO: Human Resources Analyst