Job Title: Human Resources Technician

Job Code: 16137

JOB SUMMARY

The Human Resources Technician is responsible for providing administrative and technical support to one or more functional areas within Human Resources.

MAJOR DUTIES

- Prepares and conducts new hire orientation for hourly and salaried employees and prepares new files;
- Coordinates and processes the enrollment of new and existing employees into flexible benefits during open enrollment periods;
- Verifies and enters personnel transactions for hourly and salaried employees;
- Coordinates programs and campaigns;
- Processes separation notices;
- Performs payroll duties, such as processing and issuing paychecks, statements of earnings and deductions, and reconciles payroll discrepancies;
- Conducts leave audits when requested by employees or managers;
- Collects, verifies, maintains and records leave according to state and federal guidelines;
- Composes recruitment announcements and processes selection of candidates;
- Receives and processes criminal, credit and motor vehicle background requests;
- Coordinates the telework program which includes providing communication about teleworking policy, maintaining approved telework requests;
- Transfers, scans and indexes human resources and payroll reports;
- Performs general clerical duties such as answering the phone, maintaining files and other related duties.

COMPETENCIES

- Knowledge of human resources policies and procedures
- Knowledge of employment processes
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

High School degree or GED *and* Six (6) months of experience performing administrative duties
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.