



**HUMAN RESOURCES TECHNICIAN (PT)**

CLASSIFICATION	F
RANGE	<b>\$12.45 - \$19.43</b> HOURLY
FLSA	NON-EXEMPT

**GENERAL STATEMENT OF DUTIES:**

Performs administrative and technical support of day to day Human Resources operations. Does related and assigned work as required. Work is expected to be twenty-five (25) hours per work; being performed Monday through Friday, during the hours of 8:30 a.m. to 5:00 p.m. Occasionally work days or hours outside of this schedule may be necessary.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this position performs responsible administrative support work utilizing Human Resources principles and practices to assist County employees with various aspects of employment, benefits, and federal/state regulations in a fast paced, diverse environment. Work is performed under supervision of the Director of Human Resources.

**EXAMPLES OF WORK** *(Illustrative Only):*

Assist with employee recruitment process by acknowledging applications received, tracking applications received in the Access database, forwarding copies of applications to hiring manager(s) for review, scheduling interviews, reference checks, scheduling pre-employment physical and alcohol/drug screens, maintaining file of all applications received according to guidelines of the Library of Virginia and notifying applicants not hired for a position of the hiring decision.

Assemble paperwork for new hires; add new employees to state new hire database, provide assistance with and complete necessary paperwork for all new employees.

Assist with coordination of open enrollment meetings and employee workshops; coordinate purchase of food for these events, if necessary.

Maintain accrued sick and annual vacation leave and compensatory time records of County employees, to include calculating compensatory time at either straight time or at time and one-half according to FLSA guidelines.

Assist employees with County provided insurance plans paperwork to include change requests and new enrollments, track employee health insurance enrollment information in an Access Database to create annual Affordable Care Act notices annually for each employee.

Maintain file of employees eligible for Years of Service recognition; prepare notification to employees and prepare certificates for each employee being recognized.

Assist with administration of Worker's Compensation claims by receiving employee accident reports from Company Nurse, corresponding with VACo, maintaining annual OSHA logs.

General office duties including answering departmental phone line, receiving visitors, scheduling meetings, maintain office supply stock, processing departmental mail, monitoring department email, preparing and sending correspondence and coordinating maintenance and repair of office machines.

Other duties as assigned.

**PHYSICAL AND ENVIRONMENTAL FACTORS:**

Work requires stooping, kneeling, crouching, standing, walking, pushing and pulling.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Visual acuity is required for viewing computer screens, extensive reading and operation of machines, operation of equipment, determining the accuracy or thoroughness of work and observing general surroundings and activities.

Hearing is required to perceive information at normal spoken word levels.

The work is mostly desk or office in nature which requires fine dexterity, sitting and reaching.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good working knowledge of office procedures, methodology, terminology, and equipment. Ability to work efficiently and effectively to meet required deadlines. Excellent customer service, interpersonal, and communication skills are necessary as the position deals with a wide range of people including employees, applicants, citizens, insurance carriers and County management. Ability to establish and maintain files and records both in paper format and electronically. Good working knowledge of Microsoft software applications with an emphasis on Outlook, Word and Excel. Previous related work experience in the areas of human resources, customer service, insurance benefits and payroll knowledge of FLSA and time calculation.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Education equivalent to graduation from high school. Associates degree in Human Resources or a related field or completion of an HR Certificate Program preferred. Minimum of three years progressively responsible experience in an office environment preferably in the area of Human Resources required.