

HR TECHNICIAN 1

KIND OF WORK

Technical personnel work assisting professionals in public personnel administration.

NATURE AND PURPOSE

An employee in this class assists the professional personnel staff of the Department of Employee Relations or a State agency. The incumbent is responsible for independently completing complex assignments which may include a variety of job tasks involving recruiting, examining, classification, interviewing, payroll records, or special reports. Incumbents are responsible for responding to requests for information or assistance by explaining personnel statute, rules and contracts and identifying alternative courses of action within the parameters of past practice, policy and procedures. All work is subject to review and supervision of professional employees who retain ultimate responsibility for effective and efficient personnel administration.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Responds verbally or drafts written responses to general, routine or procedural inquiries from applicants, employees and supervisors.

Initiates and processes routine transactions.

Contacts, schedules and interviews prospective employees; verifies references and application information.

Provides information to new employees on general agency policies, procedures and benefits.

Maintains records systems and implements changes.

Conducts routine job audits as assigned by professional staff and recommends action.

Performs non-interpretive data manipulation tasks.

Performs routine experience and training evaluations.

Coordinates arrangements for oral exams, item rating sessions and other group activities.

Reviews exam announcements for accuracy and completeness.

Locates information and expedites transaction processing requested by operating departments to aid in filling vacancies efficiently.

Prepares personnel-related reports and budget reports.

May assign work to clerical staff involved in the personnel function.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The Department of Employee Relation's policies and procedures.

Personnel laws and rules.

Modern office procedures, practices and equipment.

Clerical practices and procedures.

Ability to:

Perform elementary, statistical computations.

Work constructively and harmoniously with professional and technical personnel and the general public.

Understand and effectively carry out complex oral and written directions.

Est. 7/10/68
Rev. 1/15/73
Rev. 8/12/82

T.C.: 4/9/13
Former Title(s): Personnel Aide