



# CITY OF BANNING, CALIFORNIA

## Human Resources Technician

Job Code: 1230

FLSA       Exempt       Non-Exempt

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**JOB DEFINITION:** Under general supervision, provides responsible technical and office support for personnel and risk management activities and functions in a centralized personnel setting; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### REPRESENTATIVE DUTIES :

This is a technical support class, providing a variety of personnel and risk management support in clearly defined areas as well as performing complex and responsible office support work. This class is distinguished from the general office support classes by the technical knowledge of the personnel and risk management function required for successful performance of the work, including an above average degree of technological proficiency with modern computers.

- Prepares job announcements and advertising materials and places ads;
- Assists Analyst in preparing/administering written examinations, proctoring exams and oral boards;
- Scores examinations and prepares eligibility lists;
- Performs basic background and reference checks on new employees.
- Prepares and administers new hire orientation documents and assists them in completing necessary forms;
- Processes enrollments and changes in employee benefits, COBRA rights, maintains human resource records,
- Arrange for random drug testing of employees in accordance with city policies.
- Prepares employee evaluation forms for routing to department. Maintains a log of outstanding evaluations, and notifies department of any outstanding evaluations as needed.
- Respond to high volume of requests and inquiries from the general public, other agencies and other City departments regarding Human Resource Department functions, requiring the ability to easily interpret routine policies, procedures, rules with guidance from higher levels staff on difficult or complex interpretations; serves as ombudsman to employees on benefit questions; acts as liaison with benefit providers to solve problems; refers employees to the proper source for information;
- Performs a variety of responsible office support work such as preparation of confidential correspondence; prepares periodic and special reports regarding personnel activities utilizing complex software;
- Sets up and maintains workers comp and liability claim files; assembles and reviews pertinent information to assist in evaluation of claims; communicates with third-party administrators regarding claims activities;
- Arranges recovery and defense actions related to small claims subrogation efforts.
- Processes physical damage claims filed by City departments for reimbursement (create form for this)
- Coordinates with Information Services to maintain Human Resources Department web site. Converts documents into a format appropriate for the internet.
- Performs other duties as assigned or required.

(continued on reverse side)

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### KNOWLEDGE and SKILLS:

Basic public personnel administration practices and terminology, particularly as related to recruitment, selection and compensation and benefits administration  
Federal and State COBRA laws  
Basic claims administration practices and terminology, particularly as related to public agency liability claims and workers compensation claims  
Standard office practices and procedures, including filing and the use of office equipment  
Use of Microsoft Word, Excel, Power Point & Access, separately and interactively  
Business English, including spelling, grammar and punctuation  
Business arithmetic  
Basic functions and structure of a municipal government  
Records management & retention policies, & document imaging software

### Skill in:

Understanding, analyzing, interpreting, applying and explaining complex policies, procedures, laws and regulations  
Preparing clear, concise and effective written materials  
Maintaining accurate records and files  
Researching and compiling information and preparing reports and recommendations  
Exercising sound independent judgment within established guidelines  
Establishing and maintaining effective working relationships with those contacted in the course of the work, including maintaining a high degree of confidentiality  
Coordinating multiple concurrent projects

**MINIMUM QUALIFICATIONS:** Equivalent to graduation from high school and five years of progressively responsible personnel work or office administrative work in a public sector agency. A paralegal certificate or some college-level training is highly desirable. Must possess a valid California driver's license.

**ADDITIONAL REQUIREMENTS:** May be required to work outside the traditional work schedule.