



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 401.7

Job Title: **HUMAN RESOURCES TECHNICIAN**

Pay Grade: 12

GENERAL SUMMARY:

Under the general supervision of a professional, performs specialized and technical tasks in the administration of recruiting, training, worker's compensation, employee relations, testing, benefits or salary administration. Performs diversified duties in the processing and monitoring of human resources programs and employee records.

RESPONSIBILITIES:

- Answers routine employee questions regarding human resources policies, procedures, or practices.
- Verifies the completeness of employee information in accordance with established procedures, records changes to employee status as necessary (i.e., departmental transfers, rate changes, terminations, etc.) and forwards to appropriate department.
- Assists in performing research work by gathering, assembling and compiling data for studies and reports; attends meetings and gives updates on the status of projects and programs.
- Composes and types correspondence, personnel reports and procedures; performs clerical tasks relating to the personnel function; updates bulletin boards.
- May train and lead clerical employees supporting personnel functions.
- Prepares salary data on employees; under supervision of a professional, completes basic wage and salary reports and surveys as needed.
- Takes statements from injured employees for workers' compensation; updates safety reports; prepares injury reports; assists in resolving pending cases and stays apprised of status of employees.
- Coordinates the job performance review process; prepares forms, types final copy when needed, records, reviews and files job performance information.
- Conducts initial interviews, as appropriate, with prospective nonexempt employees; schedules interviews between prospective employees and operating supervisors in the process of filling vacancies; prepares job postings.
- Conducts short orientation and training programs to explain programs, procedures and benefits to nonexempt employees; assists in setting up visual and written materials for training; coordinates the printing and duplication of written materials.
- Administers and scores clerical examinations for appropriate prospective employees; under professional supervision, grades, proctors and computes the results of promotional examinations.
- Assists employees in the resolution of benefit problems, audits insurance premiums for accuracy; provides routine information to employees on benefits; ensures prompt processing of personnel claims for benefits.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of experience in personnel or personnel-related clerical functions are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Human Resources Technician		
Human Resources Assistant		
Human Resources Specialist	or	Compensation Specialist
Senior Human Resources Specialist	or	Senior Compensation Specialist
Human Resources Supervisor		
Human Resources Manager		