



<b>Job Title</b>	HR Technician I	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	GNL	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	6	<b>Job Code</b>	<b>17952</b>

**Class Specification – HR Technician I**

**Summary Statement:**

The purpose of this position is to provide support to Human Resources functions which may include recruiting and selection functions, benefits administration, compensation and classification, leave administration, employee file compliance, retirements, equity, diversity and inclusion, organizational development, HRIS entry, risk management, occupational health, workers compensation, claims transactions, onboarding and offboarding. Performs entry-level HR functions in area related to assignment.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the HR Technician series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Provides support for various Human Resources functions by assisting with recruiting and selection functions, benefits administration, compensation and classification, leave administration, employee file compliance, retirements, equity, diversity and inclusion, organizational development, HRIS entry, risk management, occupational health, workers compensation, claims transactions, onboarding and offboarding. One or more of these may apply to the area related to assignment.
40%	Entry level functions may include: application processing, assisting with job postings, interview schedules, references and background verification, processing employees, pulling reports, data entry, benefits coordination, tracking information, coordinating process, records retention, filing, scanning, providing information, and ensuring compliance with all regulations, policies, and procedures. May provide administrative support to higher level HR staff on special projects, conducting audits, and researching policy and procedure application. Any one position may not include all of



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	the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.
20%	Provides information and assistance to internal and external customers. Assists new hires and tenured employees with answering questions, explaining rules and regulations, and advising them of the process they need to follow.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Equivalent to completion of the twelfth grade (high school diploma or GED).	



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Experience: One year of full-time human resource experience, administrative experience or customer service experience.

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Position has no responsibility for the direction or supervision of others.

**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title has no budgetary responsibility.

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never



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Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized HRIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: January 2018