



Job Title	Senior HR Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	17572

Class Specification – Senior HR Technician

Summary Statement:	
<p>The purpose of this position is to provide and administer support to Human Resources more complex and specialized functions which may include complex recruiting functions, specialized benefits administrative support, more complex leave administration, audit payroll time and labor exceptions, employee file compliance reviews, retirements, high level HRIS entry, workers compensation, onboarding processes, and offboarding processes. Performs senior-level HR functions in area related to assignment.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
	Provides more complex and specialized support for various Human Resources functions by processing specialized recruiting functions, complex benefits administration, leave administration, employee file compliance reviews, retirements, high level HRIS entry and review, workers compensation, audit payroll time and labor exceptions, onboarding processes, and offboarding processes. Enters data, runs more complex reports, and checks the work of more junior roles. One or more of these may apply to the area related to assignment.
	Senior-level functions may include: application review, creating and editing job postings, interview schedules, references and background verification processes, creating and analyzing reports, data entry processes, develop queries, compliance, complex benefits coordination, analyzing information, coordinating process, oversee records retention, filing compliance processes, providing high-level information, and oversee compliance with and explaining regulations, policies, and procedures. Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.



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Competencies Required:

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.

Technical Skills Required:

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.

Relevant Background and Formal Education: 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) supplemented by additional specialized training in Human Resources, or related field.

Experience: Five years of full-time human resource experience.

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. May oversee the work of volunteers.



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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.

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