

CITY OF BURBANK

HUMAN RESOURCES TECHNICIAN II

DEFINITION

Under direction, to coordinate and monitor a major Human Resources program; to perform advanced clerical and basic administrative duties; to direct the work of an office staff; and to do related work as required.

ESSENTIAL FUNCTIONS

Coordinates and monitors a major Human Resources program, including all activities related to an assigned program; initiates and composes correspondence not requiring the supervisor's personal attention; interprets, applies, and advises employees and the public on City policies and regulations; verifies, certifies and reconciles all requests from City departments or employees; makes recommendations regarding assigned program area; inputs data; processes paperwork to facilitate smooth operations of a Human Resources program; prepares monthly reports from source material; supervises personnel engaged in maintenance of complex record keeping systems; supervises, trains and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; provides difficult and complex clerical support, as needed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures, and equipment; proper English usage; municipal organizations and their functions; practices and principles of a Civil Service system; recruitment, selection, testing, classification and pay procedures; employee benefit programs and administration; City Memorandums of Understanding and personnel practices and procedures, including payroll and budget; basic arithmetic and accounting; functions of personnel and workers' compensation systems; liability and workers' compensation claims handling and payment techniques.
- Ability to - develop and organize reports; understand and apply a wide variety of legal requirements and policies; deal with doctors, attorneys, and other professionals; organize and maintain accurate records and files; effectively supervise employees and evaluate their performance; communicate effectively, both orally and in writing; work independently and exercise sound judgement in performing assigned duties; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent; five years of increasingly responsible clerical work and one year of personnel experience which includes supervisory experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.