



## Town of Danville

### HUMAN RESOURCES TECHNICIAN

#### **DEFINITION**

Provide technical and clerical assistance in human resources administration matters; to support human resources manager in carrying out employee policies and procedures. Help prepare bi-weekly payroll and related reports through use of computer accounting program.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from Human Resources Manager.

#### **ESSENTIAL JOB DUTIES**

##### **Human Resources:**

- Conduct new employee orientations, update new employee packets, keep updated salary increases/bonuses, addresses, years of service, etc.; update employee handbook, process all Personnel Action Forms for both regular and part-time employees.
- Coordinate with other departments to recruit regular, temporary and seasonal employees.
- Handle confidential personnel and payroll files.
- Keep job descriptions current.
- Administer all medical and dental enrollment forms through open enrollment/new hire/life events for employees.
- Coordinate and assist departments with recruitments including assessment centers and/or oral boards.
- Distribute and assist in monitoring quarterly and yearly evaluations.
- Assist with salary survey; assist with various surveys.
- Maintain the A-Check driver's license check for those employees driving Town vehicles.
- Perform LiveScan fingerprinting for Town employees and others as needed.
- Prepare memos and correspondence for human resources matters; compile, maintain and update employee personnel.
- Performs duties within OSHA standards.

#### **PAYROLL**

- Assemble and input all data pertaining to salary or address changes, leave requests, retirement or tax changes, or any information which updates employee's history during the payroll cycle, including entering information in ESS for time entry.

- Maintain statistical reports (employee information, employee verifications).
- Prepare payroll information on a bi-weekly basis for Accounting Analyst.
- Maintain all employee payroll files plus all generated monthly reports.

## **OTHER JOB DUTIES**

Maintain and distribute keys to all Town facilities. Maintain and distribute key cards with the C-Cure system. Maintain and create new employees ID cards. Participate in the Leads Committee. Responsible as coordinator for wellness activities. Open, sort and distribute mail; independently respond to requests and inquiries as appropriate. Other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Correct English usage, spelling, grammar and punctuation.
- Understand and carry out both oral and written directions in an independent manner.
- Principles, methods and procedures utilized in personnel administration, particularly those related to recruitment and selection, classification and salary and benefit administration.
- Conduct research, prepare reports
- Principles of payroll and accounting.
- Knowledge of Word, Excel and Fund Balance in order to retrieve payroll and personnel data.

### **Ability to:**

- Type accurately at a speed of 65 words per minute.
- Organize and prioritize workload for self and others, exhibiting flexibility in changing priorities when necessary.
- Learn and operate complex computer programs including database, spreadsheet and accounting programs.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

Four years of increasingly responsible clerical/secretarial work, including at least one year at the executive/administrative secretary level. One year of experience performing standard bookkeeping duties.

### **Education:**

Equivalent to the completion of the twelfth grade with additional specialized training related to accounting and secretarial skills and office procedures. AA degree desirable.

### **Licenses:**

Valid California Driver's License.

Updated: August, 2010