



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

HUMAN RESOURCES TECHNICIAN

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate professional work assisting with the administration of human resources programs and activities; does related work as required. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting with the administration of the human resources in the processing of employee benefits, new employee orientation and employee recognition and appreciation activities; handling workman's compensation insurance; assisting with staff development and training program; conducting research; preparing reports.

Acts as department receptionist; greets office visitors, answers incoming calls, and provides routine information regarding department, programs, policies and procedures. Responsible for all in-coming and out-going mail; Coordinates workman's compensation insurance; handles and processes all claims; Enters all health and dental insurance changes in vendor's data system; Coordinates arrangements for pre-employment testing/certification; Assists with new employee orientation and assists with other employee training programs; Coordinates and attends employee recognition and appreciation activities; Handles and processes confidential and sensitive information; maintains confidential files; Communicates with employees, provides information and answers questions as necessary; Establishes and maintains department filing system, records and database of activities and programs and prepares regular and special reports; Serves as a backup with NeoGov application system; Assists with recruitment and retention as necessary; Assists with FMLA as needed; Orders and maintains office supplies; codes invoices for payment; Orders flowers and coordinates donations on behalf of the County; codes invoices for payment; Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment; Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of personnel policies, procedures and laws; thorough knowledge of benefits; thorough knowledge of State regulations regarding the release of employee files; thorough knowledge of office practices, procedures and functions of the office; ability to maintain office records and organize work independently; ability to present ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates; ability to apply established policies, practices and procedures.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in a related field; and a minimum of one year of experience in a related field such as human resources, public administration or a related field supplemented by some experience in a public personnel office.