

## **EAST BAY REGIONAL PARK DISTRICT**

### **HUMAN RESOURCES TECHNICIAN - CONFIDENTIAL**

#### **GENERAL FUNCTION**

Under general supervision, this position provides a broad range of assistance which serves to relieve the Human Resources Manager of administrative tasks and office management detail by performing a variety of complex technical, analytical and confidential administrative tasks related to employee/labor relations, human resources/payroll interfacing, supervision of office support staff, and coordination of all office support functions.

#### **ESSENTIAL FUNCTIONS**

The essential functions of this position include, but are not limited to: provides assistance with difficult and complex technical and analytical human resources tasks; process personnel action forms in accordance with bargaining unit contract agreements and personnel policy and procedures; initiates follow-up procedures to ensure that deadlines are met. Manages the Human Resources/Payroll integrated systems for tracking and monitoring the District's position control/budget processes; provides network system reports for budgetary preparation within other departments. Ongoing interfacing with Finance department to ensure the accuracy of budgeted positions and payroll matters. Plan, organize, assign, direct and review the work of support staff; select, schedule, motivate and conduct performance evaluations of staff as well as train staff in work procedures. Compose correspondence and Board material related to labor issues. Takes summarized notes at various meetings; screens incoming correspondence routed to the Human Resources Manager, assists with and refers to appropriate staff member for reply. Maintains and manages office records and employee personnel files. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education: A Bachelor's Degree from an accredited college or university in an area that provides courses in the base related analytical skill, and

Experience: Three years experience in a responsible office management or administrative position requiring supervisory skills. Paraprofessional-level administrative support in a human resources or finance environment is highly desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE:

#### **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of administrative and secretarial practices and procedures, including knowledge of office management and database management. Ability to type 50 net words per minute. Possess strong mathematical and recording keeping skills. Ability to attend to detail, be thorough, and follow through. Ability to work effectively under pressure and with frequent interruptions. Ability to read and apply complex rules, regulations and procedures relating to personnel work. Ability to speak and write effectively; understand and carry out oral and written directions with a minimum of explanation; analyze situations accurately and take effective action; familiarity with supervision. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers. Ability to perform continuous data entry at a computer terminal. All responsibilities and duties must be performed in a confidential and tactful manner utilizing good judgment.

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SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license as a condition of initial and continued employment in this classification.

REPORTS TO: Human Resources Manager

SUPERVISES: Two or more regular office support titles