



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN II

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4053

PAY RANGE CODE: 18 AEC

REVISION DATE: 7/27/18

NATURE OF WORK:

Human Resources Technician II is the third level in the Human Resources class series and involves advanced professional, technical, and supervisory work performed in a division of the City Human Resources Department. An employee exercises considerable independence in the performance of duties. Duties may include contract negotiations and labor relations, developing and implementing recruitment and selection processes, and administering the pension program. Duties may also include supervising clerical and professional personnel.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises subordinates in the work of an assigned area, including hiring, training, evaluating, and overseeing the work of subordinate staff.

Supervises and participates in the establishment of standards, processes, forms, and regulations, and assists in the development of new methods and procedures for improving the quality and efficiency of the assigned area.

Explains personnel policies and practices to employees and evaluates suggested policy or procedural changes.

Plans, develops, and administers training programs and activities to all departments on such topics as employee assistance, basic and advanced supervisory training, legal compliance training for benefit programs, cooperative education, quality of work life, diversity, and career development.

Oversees the processing of and approves documents such as bids, contracts, requisitions, and vouchers which do not require City Council approval.

Coordinates fiscal operations, compiles departmental budget requests, monitors expenditures from specific accounts, and coordinates the preparation of monthly fiscal reports.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

The following essential functions are specific to the designated division:

Benefits Division:

Develops pension calculations and counsels employees planning retirement.

Compensation Division:

Responds to surveys from other cities and area employers seeking salary and benefits information; conducts salary and fringe benefits studies for the City of Omaha; updates pay plans for the City's bargaining units and affiliated groups based on changes in collective bargaining agreements.

Oversees processes to determine proper classification and develops or amends classification specifications and cover letters to the Personnel Board to effect changes to classifications and pay scales.

Prepares and delivers presentations to the Personnel Board and the City Council concerning classification specifications, amendments to pay scales, and extensions to employment eligibility lists.

Employment Division:

Develops selection procedures for entry level and promotional City positions and develops and participates in Assessment Center exercises for promotional police and fire positions.

Works with outside vendors in developing the police and fire entry level and promotional examination process.

Participates in the development and administration of testing activities.

Labor Relations Division:

Meets with City employees to mediate grievances and facilitates a resolution or refers employees to independent counseling agencies.

Oversees compliance with federal, state, and local laws relating to functions performed within the Human Resources Department.

Assists during contract negotiations, performing research on issues, providing contract language changes, and general coordination of the negotiation process.

Assists with labor relations investigations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general office procedures, personnel methods, and techniques.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of the principles and practices of public personnel administration and personnel management, the structure and functions of municipal government, and the principles and practices of the occupations associated with municipal employment.

Knowledge of the modern techniques used in classification, pay administration, training, recruitment, retirement, performance appraisal, selection, benefits, and federal, state, and local laws regarding human resources.

Knowledge of interviewing techniques and procedures and basic statistical concepts and methods as applied to personnel testing, compensation, and record keeping.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to plan, schedule, oversee, and evaluate the work of subordinates.

Ability to perform assignments with accuracy and attention to detail and to make decisions, recognizing precedents and practices.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to interpret and explain personnel rules, policies, and practices.

Ability to prepare clear, concise, and organized business correspondence and reports.

Ability to organize, compile, and maintain confidential departmental records.

Ability to communicate in order to respond to policy and procedure questions.

Ability to analyze data and reports in order to make pro-active decisions and recommendations to improve city operations.

Ability to adhere to all City of Omaha Human Resources policies, executive orders, and ordinances.

Ability to maintain confidentiality.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 76 to 100% of the time; to stand and walk from 26 to 50% of the time; and to reach, balance, bend, stoop, push or pull up to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds of force up to 33% of the time, to use up to ten (10) pounds of force from 34 to 66% of the time, and to use lesser amounts of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's Degree

AND

Three (3) years of experience in one or more of the following areas: conducting job analyses and salary and benefits surveys, preparing and revising classification descriptions, computing and administering benefits, constructing and validating employment examinations, maintaining and administering Equal Employment Opportunity (EEO) programs, developing and conducting formal training sessions, or participating in negotiations or grievance investigations.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Professional in Human Resources (PHR) certification, Senior Professional in Human Resources (SPHR), Certified Compensation Professional (CCP), or SHRM-CP preferred.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Printer
Calculator

Computer
Scanner
Television/DVD

Copier
Facsimile Machine
LCD Projector

Previous Revision Date(s): 9/30/93
1/25/01
12/1/05
3/31/11
6/29/17