



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN I

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4052

PAY RANGE CODE: 15 AEC

REVISION DATE: 7/27/18

NATURE OF WORK:

Human Resources Technician I is the second level in the Human Resources class series and involves technical and administrative work in the City Human Resources Department. Work includes, developing and validating examination materials, implementing recruitment and selection processes, overseeing the processing of benefit claims and assisting with workers' compensation claims, conducting job studies and job analyses, creating and amending classification descriptions, and conducting and responding to salary and benefit surveys. Work is performed with considerable independence; however, general supervision is received from an assigned supervisor.

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.)*

The following essential functions are specific to the designated division:

Benefits Division:

Oversees and approves the processing of benefit claims relating to insurance or workers' compensation, prepares statistical information relating to benefits, conducts concurrent review meetings with case managers and departmental representatives to obtain updates.

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.

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.

Conducts job studies to determine proper classification and creates and amends classification specifications and cover letters to the Personnel Board to effect changes to classifications and salary scales.

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.

Employment Division:

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

Develops recruiting plans with hiring managers to meet departmental needs and attain quality applicant flow.

Designs, constructs, and validates examination materials and procedures, administers and evaluates examinations, compiles scores and rankings, develops and participates in panel interviews, conducts feedback sessions, and develops and administers performance testing for candidates.

Explains personnel policies, procedures, and programs to City employees and the public and explains test results to applicants seeking feedback and resources to improve their results.

Coordinates the hiring of police and fire recruit classes from the posting and testing process through the pre-employment process.

Develops and presents training programs and activities for all employees to include assessment center training, career development, skill building exercises, and employee assistance.

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.

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

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

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, bend, stoop, push, and 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

One (1) year of experience in one of the following areas: conducting salary and benefits surveys, computing and administering benefits, processing workers' compensation claims, preparing and revising classification descriptions, constructing and validating employment examinations, maintaining and administering Equal Employment Opportunity (EEO) programs, developing and conducting formal training sessions, or administering recruitment and training programs.

SPECIAL QUALIFICATIONS

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

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
12/1/05
3/31/11
6/29/17