



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN III

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4054

PAY RANGE CODE: 22 AEC

REVISION DATE: 6/29/17

### NATURE OF WORK:

Human Resources Technician III is the fourth level in the Human Resources class series and involves advanced administrative and supervisory work while serving as a manager of a division in the City Human Resources Department. Work involves supervising the activities of the assigned division, participating in policy development and budget preparation, preparing statistical and narrative reports, and interpreting personnel practices. An incumbent exercises considerable independent judgment in the performance of assigned duties.

**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 division, including hiring, training, assigning, evaluating, and overseeing work performed, and disciplining.

Supervises and participates in the research, compilation, and preparation of a variety of statistical and narrative reports for use in decision making and court proceedings.

Interprets personnel rules, policies, and practices to departmental officials, employees, professional groups and the public, and confers with department officials regarding personnel needs and issues dealing with staffing, transfers, compensation policies, group benefits, injured employees, reorganizations, and other personnel related issues.

Supervises and assists in the administration of the City's health care program, including medical and dental coverage for employees, retirees, and eligible family members.

Meets regularly with representatives from the mayor's office, Personnel Board, City Council, and executive level staff from all departments to discuss Human Resources related topics and matters.

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

Assists the Human Resources Director in the administration of employee and public relations programs and in the establishment of standards, procedures, forms, and regulations relative to the

assigned division and the department as a whole; develops and recommends new methods and procedures for improving the quality and efficiency of these activities.

Participates in the development and preparation of the departmental annual budget and prepares and delivers formal presentations relating to personnel policies and programs.

Prepares Request For Proposals (RFPs) relating to multiple year contracts; performs initial review of responses to the RFPs to determine cost and provider's capability to administer the program.

Prepares or assists in the preparation of documents including master contracts and cover letters for submission and presentation to the Personnel Board and City Council.

Supervises the processing, maintenance, and retention of employee records.

Supervises the development, administration, scoring, and validation of selection procedures for all positions in compliance with federal guidelines; supervises the recruitment and screening of applicants, the processing of applications, and the referral of candidates for vacancies.

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 effective management techniques.

Knowledge of the principles and practices of public personnel administration such as labor contract and agreement development and negotiation, personnel management, the structure and functions of municipal government, and the principles and practices of the occupations associated with municipal government.

Knowledge of current trends, developments, and modern techniques of the assigned area, i.e., recruitment and selection procedures, classification and pay administration, employee training, records management, and insurance and benefits.

Knowledge of Nebraska statutes, case law, the City Charter and Commission of Industrial Relations (CIR) rulings on municipal labor relations or municipal personnel administration; knowledge of the authorities, processes, and procedures of the CIR; and knowledge of the principles and techniques of effective management and their applications.

Knowledge of statistical concepts and methods as applied to personnel testing, compensation, and record keeping, and knowledge of the principles involved in budget preparation.

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 interpret and explain cases, laws, federal regulations, statutes, ordinances, and contracts, as well as the ability to determine the relevance and appropriate applications of contracts and federal information.

Ability to develop clear, organized, and persuasive business communications, reports, position descriptions, and presentations; ability to analyze and interpret financial and statistical data; ability to research and perform detailed analyses on program, policy, and contract changes and to estimate cost and operational impacts.

Ability to communicate in order to deliver presentations and to respond to questions from the media, the general public, City employees, and others.

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

Ability to supervise subordinates to include assigning work, providing direction, monitoring performance, and recommending hiring, discipline, and termination.

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 organize, compile, and maintain confidential departmental records.

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

Four (4) years of responsible administrative and supervisory work experience in administering recruitment, placement, selection, or training; in preparing or restructuring and validating employment examinations, in administering various human resources programs; in conducting studies of positions or classifications; and conducting or supervising salary and benefit programs, or in records management.

**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	Computer	Copier
Printer	Scanner	Facsimile Machine
Calculator	Television/DVD	LCD Projector

Previous Revision Date(s): 9/30/93  
12/1/05  
10/28/10  
3/31/11  
6/29/17