



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HUMAN RESOURCES TECHNICIAN IV

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4056

PAY RANGE CODE: 26 AEC

REVISION DATE: 6/29/17

NATURE OF WORK:

Human Resources Technician IV is the senior level in the Human Resources class series and involves advanced administrative and supervisory work serving as the manager of more than one division in the City Human Resources Department. Work involves supervising the activities of the assigned divisions, 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.)*

Assigns work, provides direction, monitors performance, and recommends the hiring, disciplining, and termination of subordinates.

Communicates with the media, the general public, City departments, and others as requested by the department director.

Supervises and participates in the development and preparation of the department annual budget and prepares and delivers presentations relating to the budget.

Prepares Requests For Proposals (RFPs) relating to multiple year contracts of group benefits including health, dental, life, flexible spending, workers' compensation, or other group programs, and performs sufficient review of RFPs to determine the providers' capability to administer said contract.

Coordinates preparation of appropriate documents for submission and presentation to the Personnel Board and City Council.

Conducts meetings with various parties including insurance and technical representatives, call center supervisors, representatives from DOT.Comm, and division employees for preparation and implementation of the annual open enrollment program for various benefit and insurance programs.

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 business English, spelling, grammar, and punctuation.

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

Knowledge of current trends, developments, and modern techniques of the assigned area.

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 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 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 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 respond to policy and procedure questions and to deliver presentations to various groups.

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

Five (5) years of experience in human resources performing an advanced senior level of administrative and supervisory work in a major area such as Benefits, Compensation, Labor Relations, or Employment/Recruitment.

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.

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
10/28/10
3/31/11
6/29/17