



HUMAN RESOURCE TECHNICIAN

SCOPE OF WORK:

Work involves providing paraprofessional-level support within an agency’s human resource (HR) function.

DUTIES PERFORMED AT ALL LEVELS:

- Research and provide information to supervisors, managers, employees, and applicants on HR issues such as benefits, payroll, recruitment, training, etc.
- Coordinate workflow of the HR administration support function.
- Interpret and explain routine HR processes and procedures.
- Serve as agency contact for benefits/payroll issues.
- Screen applications.
- Prepare correspondence, reports, forms, contracts, and spreadsheets.
- Prepare and process payroll and/or personnel actions.
- Assemble, maintain, and purge HR records and data for current and former employees as required by state and federal guidelines.
- Conduct agency new employee orientation related to agency payroll and benefits.
- Provide input for revision and update of policies and procedures.
- Review records to determine employee service awards eligibility.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

HUMAN RESOURCE TECHNICIAN I

0800

GRADE G

LEVEL DEFINITION:

Work at this level involves performing primarily routine and recurring HR transactions of a limited scope.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

CLASS CODES: 0800
0801
0802

ND Class Description
Human Resource Technician

MINIMUM QUALIFICATIONS:

Requires high school diploma or GED and four years of work experience providing high-level complex administrative support for HR functions. College-level coursework may substitute for the work experience requirement on a year-for-year basis.

HUMAN RESOURCE TECHNICIAN II

0801

GRADE H

LEVEL DEFINITION:

Work at this level involves performing a variety of HR tasks of limited scope and complexity, drawing upon established guidelines and previous experience for decision-making. Work is different from the Human Resource Technician I level in that tasks and transactions encompass a broader variety of HR areas at this level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Explain and apply laws, rules, and regulations pertaining to HR transactions; contacts proper authority for interpretation of more complex transactions.
- Provide assistance to supervisors and managers in preparing employee vacancy requirements, job announcements, advertisements, and screening tools.
- Facilitate and assist in interview and selection process; conduct exit interviews.
- Draft personnel policies and procedures.
- Maintain agency service awards program.
- Perform troubleshooting and maintenance tasks associated with agency HR information systems; assist users throughout the organization.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in human resource management, business or public administration, management, industrial relations, or a closely related field. Or, two years of college-level coursework and three years of varied administrative support work experience dealing with multiple HR processes. Additional HR work experience may substitute for the education requirement on a year-for-year basis. Additional college-level coursework may substitute for up to two years of the work experience requirement on a year-for-year basis.

HUMAN RESOURCE TECHNICIAN III

0802

GRADE J

LEVEL DEFINITION:

Work at this level involves performing a broad variety of HR duties requiring knowledge of laws, rules, and policies in multiple HR functions. Work is different from the Human

Resource Technician II level in that duties require analysis of a broader variety of HR issues and consists of a greater level of decision making.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Participate with agency management in identifying, developing, implementing, and administering strategic human resource programs; administer and coordinate activities of assigned program areas.
- Advise managers and supervisors regarding HR issues.
- Participate in management decisions regarding staffing, work assignments, reductions in force, etc.
- Facilitate employee informational exchange meetings; develop, organize, and conduct new employee orientation and risk management sessions.
- Determine salary proposals; make employment offers on behalf of the agency.
- Participate in investigating employee complaints/grievances, drafting investigative summaries and reports, and making recommendations for remedy or action; assist supervisors with basic disciplinary actions.
- Provide guidance to supervisors and employees in preparing Position Information Questionnaires; assist with identifying essential functions; conduct job analysis and make classification recommendations.
- Edit, update, and complete Equal Employment Opportunity and Affirmative Action plans and reports.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in human resource management, business or public administration, management, industrial relations, or a closely related field, and one year of HR work experience. Or, two years of college-level coursework and four years of work experience dealing with multiple HR processes. Additional HR work experience may substitute for the education requirement on a year-for-year basis. Additional college-level coursework may substitute for up to two years of the work experience requirement on a year-for-year basis.

Eff. Date: 10/03 – Developed to replace former Personnel series (0810-0815)

Rev: 8/10 – Added third level

Rev: 7/12 – Conversion to Hay System