

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Human Resources Technician

SPD Number: 960091

JOB SERIES: 0203

PAY LEVEL: NF-3

SUMMARY OF DUTIES: Positions at this level perform technical support work in one or more personnel specialties such as staffing, employee relations, employee development, labor relations, HRMS and EEO. Typical assignment(s) include: Processing new hires to include entry and background checks, conducting benefits enrollment for new employees, benefit changes/questions for current employees and provides assistance in administering the employee benefits program, processing terminations, personnel changes and employment verifications. Maintains a high degree of contact with employees processing requests and answering questions with the ability to review related rules, regulations and internal instructions and explain them to employees. Assists HR Director with recruitment and interview process and systems, payroll/benefit related audits/reports and special projects. Prepares correspondence, maintains employee files, HR Systems and Policies and serves as a payroll liaison for MCCS Henderson Hall staff.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: A minimum of three years human resources or related experience. Ability to communicate orally and in writing. Must possess excellent customer service and computer skills. Must be able to work in fast pace, demanding work environment. Ability to manage multiple tasks and flexibility to adapt with changing requirements. Must be able to work a varied schedule which may include occasional evenings and weekends. This is a white-collar position where occasional lifting up to 20 lbs may be required.

POSITION DESCRIPTION SUBJECT TO PERIODIC REVIEW AND REVISION.

I CERTIFY THAT I HAVE READ AND RECEIVED A COPY OF MY JOB DESCRIPTION AND FURTHER UNDERSTAND THAT MY DUTIES MAY NOT BE EXPECTED TO BE CONFINED IN EVERY RESPECT TO THE ASSIGNED JOB DESCRIPTION.

SIGNATURE

DATE