



City of Tempe

HUMAN RESOURCES TECHNICIAN II

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	165	<i>Department:</i>	Human Resources
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	HR Technician II
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year of human resources experience in recruitment/selection, employee benefits, classification and compensation or HR administration. Experience in a public sector Human Resources office is preferred.
<i>Education:</i>	High school diploma, GED, or equivalency. Additional training or specialized courses in Human Resources, administration or associate degree related to the core functions of this position is preferred.
<i>License / Certification:</i>	Professional Human Resources certification is preferred, such as: <ul style="list-style-type: none"> ● PHR (Professional in Human Resources) ● SPHR (Senior Professional in Human Resources) ● IPMA-CP (Certified Professional in Human Resources) ● CCP (Certified Compensation Professional) ● CBP (Certified Benefits Professional)

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a variety of paraprofessional, technical and complex clerical duties involved in the implementation and coordination of the City's Human Resources programs; and to provide information and assistance to City staff and the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide administrative support; assist with special projects as required; compose and type correspondence; format and generate a variety of reports and documents as requested; create and maintain confidential data bases and files as needed; takes notes and/or minutes at various committee or other meetings.
- Respond to questions from employees and the public regarding employment, the application process, benefits, and related issues; staff the HR front desk as required; have comprehensive knowledge and understanding of City of Tempe Personnel Rules and the employee group memorandums of understanding (MOU's).
- Assist in recruitment processes; answer inquiries concerning internal & external recruitment processes. Assist in arranging interview panels, scheduling applicant interviews and testing and preparation of interview packets and related paperwork; monitor and record testing processes.
- Complete and process PAR forms and related documentation for status, classification and compensation changes; prepare and process paperwork for hiring, promotions, salary adjustments, benefits changes, retirements and terminations.
- Coordinate new employee hire processing including required pre-employment physicals, drug testing and background checks; coordinate with outside vendors and other agencies such as AZDPS and AZDOT to receive test results and review with Senior HR Analysts; coordinate and assist with the New Employee Orientation sessions.
- Assist in the administration of city benefits programs; assist with facilitating employee enrollment in retirement, medical, dental, vision, life insurance and other benefits programs as appropriate; coordinate and assist with annual benefits open enrollment period and any benefits fairs; assist with programs such as Employee Service Awards and Wellness.
- Provide benefits information to employees and retirees; assist with resolving benefits problems or complaints; process premium payments received from retirees; assist with reviewing billing from vendors and prepare and review requisitions.
- Provide administrative support for HR Managers and the Deputy Internal Services Director-HR; schedule various meetings and manage calendaring. Coordinate and respond to public records requests for human resources records; coordinate departmental records retention; serve as department timekeeper if required; provide general administrative support for the division.
- Assist with creating and maintaining internet and intranet pages; assist with creation and publication of division newsletters; work with Information Technology division as necessary.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective October 1988</i> <i>Revised August 1999</i> <i>Revised June 2002</i> <i>Revised Mar 2005 (Update MQs and duties)</i> <i>Revised May 2005 (Update MQs and duties)</i> <i>Revised August 2006 (Update MQs and duties)</i> <i>Revised August 2007 (Update MQs)</i> <i>Revised March 2013 (Update duties and supervision)</i> <i>Revised August 2015 (Update MQs)</i> <i>Revised September 2019 (Remove flex series information)</i> <i>Revised April 2024 (update minimum quals experience from 2 years to 1 year)</i></p>