

Title: Human Resources Technician II
Department: Administration
Division/Office: Human Resources Office



Grade 2116; Hourly position; Category: Classified; Job Code: PERT2; Rev.:07/01/2021

General Description

The purpose of this position is to perform paraprofessional personnel work to support the administration of human resource functions.

This career ladder series position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Compiles data and prepare reports required by County, State and Federal Governments.
- Prepares, processes, and maintains files for personnel transactions and other personnel related documents, including ordinances, pension information, etc.
- Reviews reports for accuracy and prepare corrective documentation as directed.
- Types correspondence and reports in accordance with established procedure.
- Reviews requests for personnel transactions and secures additional information as necessary.
- Processes human resource transactions through appropriate channels.
- Supervises the maintenance of employee records.
- Provides training and leadership to Human Resource Technician I.
- Conducts comprehensive orientation meeting with new employees.
- Conducts exit interviews with terminating employees.
- Takes minutes at Personnel Administration Board meetings and appeal hearings.
- Assembles files and other material to facilitate reply by the Director.
- Prepares and posts job announcements.
- Responds to inquiries from employees about health insurance, benefits, training, and similar subjects.
- Acts as liaison between employee and health insurance plan administrator when necessary.
- Prepares routine and special reports and research projects as required.
- Maintains and updates employee handbook, ordinances, and telephone directory as changes necessitate.
- Maintains records on retirees and deferred vested employees.
- Maintains inventory of health and dental documents.
- Documents and maintains records on all insurance-related matters.
- Research material and assists the Director in completing various surveys and special projects.
- Explains procedures, examination requirements, benefits, job duties to applicants.
- Performs related work as required.

Minimum Education and Experience Requirements:

High School diploma or GED equivalent supplemented by specialized courses/training equivalent to completion of one (1) year of college and three (3) years of human resources experience or any equivalent combination of education and experience.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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Additional Requirements:

Thorough knowledge of County personnel rules, policies and procedures; ability to explain basic application and personnel policies to employees and applicants; ability to obtain and compile information from a variety of sources; good knowledge of County benefit programs, insurance administration, and pension provisions; knowledge of the methods and techniques for eliciting and disseminating information in a confidential manner; ability to handle complaints and the public tactfully and in a courteous manner; ability to establish and maintain effective working relationship with applicants, employees, coworkers, supervisor, elected officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement