

POSITION OPENING: 24-13 **Post Dates:** 9/18/2023 – 09/29/2023

Classification Title: Human Resources Technician I

Base Pay Rate: \$20.14/hr

Department: Human Resources

Status: Regular/Full-time

Probationary Period: One (1) Year

Job Summary

The Human Resources Technician job series is charged with handling the day-to-day functions of the Human Resources department under the direction of the HR Director. The incumbent will be responsible for maintaining comprehensive and accurate personnel records, processing personnel change actions (e.g., hirings, promotions, pay rate changes, demotions, terminations), conducting orientation and training sessions, running the City's bi-weekly payroll, administering personnel programs and benefits, and advising on City policies and practices.

Essential Tasks

- Assists in maintaining the City's timekeeping system and processing payroll for all City employees.
- Conducts onboarding of new City employees and maintains a comprehensive personnel file on all City employees.
- Updates routine personnel actions, to include performance evaluations, merit increases, promotion/demotion actions, and new hires/terminations in HR software system, and prepares appropriate documentation to ensure an accurate record in the employee's personnel file
- Prepares and publishes job announcements, coordinates recruitment actions, advises applicants, routes applications, and completes necessary screening to help fill City vacancies.
- Demonstrates understanding of open records laws and records retention requirements, applying this knowledge to assist with compiling data for requests and ensuring that records retention requirements are met.

Knowledge, Skills, & Abilities Required

- General knowledge of HR laws and regulations.
- Demonstrated aptitude in the use of the Microsoft Office suite of applications.
- Demonstrated aptitude in the use of Tyler Technologies' Incode or similar payroll, HR, or accounting software.
- Ability to effectively interact with a diverse population, with strong interpersonal, communication, and conflict resolution skills.
- Skill in data analysis and reports creation.

Reports to:

Human Resources Director

Physical Demands – Class E

- **LIFTING:** Occasionally. Floor to waist level lifts: Requires lifting boxes up to 50lbs. Hand trucks are available to move multiple boxes. Binders up to 25 lbs. are stored on shelves of varying heights. Horizontal lift: Transferring supplies (up to 25 lbs.) from worktables and desks. Overhead lift: Retrieving supplies (up to 25 lbs.) from top shelves.
- **PUSH/PULL:** Rarely. Other push/pull tasks include opening doors throughout the building. Push/pull needed for file drawers - the horizontal file drawer requires the use of two hands at the same time.
- **SINGLE HAND CARRY:** Rarely.
- **GRIP/HANDLING:** Continuously. Grip strength required for holding binders that may be as thick as 6 inches, telephone use, stamping mail and carrying mail. Pinch grip necessary for mail handling, and handling pages in binders. Other hand activities include use of calculators, computers, and manual writing tasks.
- **ELEVATED WORK/REACHING:** Occasionally. Reaching for office supplies that are kept at a higher level.
- **STATIC FORWARD BENDING:** Occasionally. May occur during standing activities at a worktable or workstation, moving items of the floor.
- **TRUNK ROTATION:** Occasionally. May occur during sitting activities at a workstation.
- **KNEEL/CROUCH:** Rarely. Leaning over a low filing cabinet.
- **REPETITIVE SQUAT:** Rarely. May occur while moving supplies or boxes off the floor to desk or shelf.
- **SITTING TOLERANCE:** Continuously. Sitting occurs with workstation tasks, meetings, trainings.
- **STANDING TOLERANCE:** Occasionally. Standing occurs during printer/copier use. May occur when interacting with employees.
- **WALKING:** Occasionally.
- **STAIRS:** Occasionally.
- **STEP LADDER:** Rarely. A step stool may be necessary to access supplies on top shelves.

Work Environment

Standard indoor office facility.

Minimum Qualifications

- Active and maintain Georgia Driver's License through employment.
- High school diploma or GED equivalent; associate degree in a relevant field preferred.
- Highly effective written and oral communication skills.
- At least two years of experience in an administrative, accounting, HR, or payroll technician role.

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- Ability to listen objectively, to determine relevant facts, and make reasoned conclusions on sensitive personnel matters.
- Ability to establish and maintain effective, professional working relationships with colleagues.
- Ability to compile and analyze complex data and distill into meaningful reports.
- Possess excellent attention to detail and reading comprehension skills.

Application must be completed in full to be considered.

This position requires pre-employment, post accident, and random drug screening.

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AND A CERTIFIED DRUG FREE WORKPLACE**