

## **Human Resources Technician – Confidential**

### **Definition:**

The Human Resources Technician – Confidential provides basic customer service and clerical duties in support of the functional area within the Human Resources Division of the County Administrative Office. Positions in this class are categorized as confidential due to the sensitivity and nature of information incumbents will be privy to that affect employee relations.

### **Essential Functions:**

- Provides daily front-line customer service to job seekers, applicants, employees, and department representatives, and directs inquires to appropriate human resources personnel.
- Receives and delivers mail to appropriate internal staff.
- Assists with the check-in of examinees for all scheduled examinations.
- Coordinates the schedule of all human resources conference room use by internal and external staff.
- Assists with annual office inventory and prepares all orders of office supplies.
- Prepares employee personnel files for review according to policy and procedures for retirement and employee file review
- Responsible for department's personnel records management and ensures compliance with County policy for destruction of records.
- Reviews, accepts, and responds to subpoenas regarding personnel records.
- Assists employees in completing various human resources documents.
- Creates and maintains personnel records in accordance with county policies and procedures.
- Establishes and maintains employee personnel files and other personnel records in electronic or paper form; scans personnel documents and manages files; coordinates employee access to personnel records.
- Receives, processes and maintains employee performance reports.
- Uses a personal computer and associated software.
- May prepare cash/check deposits, completes electronic record of deposit for Treasurer/Tax Collector.
- Under direction, may perform low-level fiscal transactions, such as keying journal vouchers or claims for payment.
- Performs other job-related duties as assigned.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

**Employment Standards:**

High School Diploma, G.E.D. or equivalent combination of education, training and/or experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Possession of a valid California Motor Vehicle Driver's License.

**Knowledge of:** basic human resource programs; basic functions of a human resources department; office operations and clerical functions; business English including Spelling, punctuation, grammar and vocabulary, principles and methods of public relations/customer service and interviewing techniques; data gathering, compilation and report writing.

**Ability to:** read and comprehend technical material; maintain confidential information; communicate orally and in writing; gather and analyze a variety of data and prepare appropriate reports; coordinate and prioritize assignments; apply basic statistical and mathematical concepts; establish and maintain effective work relationships; work effectively in teams; and operate a personal computer and associated software.