

JOB PROFILE SUMMARY

- Employment Technician
- This is a non-career, term job.
- Works under the direct supervision of the Manager, Employment Resources and Personnel Management (ERPM).
- Serves in the ERPM Department (Department) of the Office of Human Resources and Administrative Services (Office).

Performs a range of administrative duties in support of the recruitment and hiring functions of the ERPM Department. The work requires knowledge of the recruitment, selection and placement functions of HR and adherence to specific processes and procedures of the Office. Performs related functions.

GENERAL RESPONSIBILITIES

- Performs a range of administrative duties in support of the recruitment and hiring functions of the ERPM Department.
- Prepares or reviews personnel action processing forms (covering recruitment/selection, reassignment, promotion, demotion, retirement, separation, etc.).
- Drafts and posts vacancy announcements for a range of occupations and levels of work.
- Processes applications/resumes including initial screen for eligibility and basic qualifications.
- Informs callers/visitors/employees about job vacancies, application procedures and selection processes.
- Assists Employment Specialists with job/career fairs.
- Maintains applicant/candidate and staffing status databases.
- Retrieves data from, and enters data into, the HR Information System (HRIS) and other databases.
- Prepares reports and various documents.
- Performs related duties, including general office support functions.

QUALIFICATIONS

- Four years of progressively responsible experience in administrative/clerical support functions with at least one year of experience in direct support of the recruit, selection and placement functions of HR including:
 - reviewing applications and resumes;
 - drafting job postings;
 - maintaining files and databases; and
 - preparing basic reports.
- Knowledge of the fundamentals of HR management with emphasis on recruitment, selection and placement.
- Ability to perform basic human resource administrative functions including reviewing and

processing applications and resumes, answering applicant questions, creating job postings, and maintaining files and preparing reports.

- Ability to perform basic analyses of data and information and make recommendations.
- Ability to speak and write effectively.
- Ability to establish and maintain effective relationships with applicants, employees, and the general public.
- Ability to use computer hardware and modern office suite software such as HRIS, social media, and computer graphics.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.

A fully equivalent combination of education and training, such as a Bachelor's Degree in Human Resources, may substitute for up to two of the four years of experience. However, one year of experience in direct support of the recruitment, selection and placement functions is required.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- None