

As a Human Resources Technician, you will provide detail-oriented administrative support on a variety of human resources functions.

### **JOB DESCRIPTION**

- HR Technician
- Works under the direct supervision of two managers: the Organization Development Manager and Organizational Design and Management Manager.
- Serves in the Office of Human Resources and Administrative Services in the Corporate Office Building (COB).

Assists in the documentation of the human resources related requirements for the new HR/Payroll system and existing HR policies and processes for use in the implementation of new procedures and policies. Performs related functions

### **GENERAL RESPONSIBILITIES**

- Provides administrative assistance to Organization Development Manager (HR/Payroll Implementation Functional Lead) and the Organizational Design and Management Manager (Functional Lead) and their staff.
- Assists in implementation of human capital management solutions (mainly electronic/workflow solutions) and the new HR/Payroll system through mapping of existing HR functional areas.
- Conducts research and helps analyze HR content and workflow information along with HR system vendor, in relation to existing programs, policies and procedures.
- Drafts and edits briefing materials and presentations on new HR/Payroll system and makes formal presentations to groups as warranted.
- Participates in the development and implementation of training programs and procedures to ensure a seamless transition to new HR/Payroll system.
- Assists in the development and deployment of job descriptions and applicant assessments, policies and procedures, and employee communications.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Two years of progressively responsible experience in human resource analytics.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the fundamentals of human resources (including staffing, compensation, benefits, and employee development/training, etc.), and the ability to apply that knowledge to developing HR metrics and analytics.
2. Knowledge of the fundamentals of business process mapping and ability to conduct business process/workflow analysis and documentation.
3. Ability to perform analyses of data and information and make recommendations, with

emphasis on business process improvement.

- Sensitivity to and protection of confidential information.
- Ability to speak and write effectively.
- Ability to use computer hardware and office suite software, with an emphasis on spreadsheet software.

### **PREFERRED QUALIFICATIONS**

- Experience with HR business process improvement or process mapping.
- Experience as an HR system transition team member.

### **EDUCATION**

- A bachelor's degree in any field, or an equivalent combination of education, experience and training that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to one of the two years of experience. For example, a Master's Degree may substitute for one year of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.