

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Human Resources Technician  
**Status:** Regular, Part-time (24 hours per week)  
**Salary Grade:** 520

**Department:** City Manager - Administration  
**Reports to:** Administrative Services Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description outlines the scope, primary duties, and qualifications of the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

Under the direction of the Administrative Services Manager, the Human Resources Technician performs a variety of technical, administrative, and complex clerical duties in support of the Human Resources Division.

**Essential Functions**

- Perform a variety of technical, administrative and complex clerical duties in support of the Human Resources Division.
- Prepare, process and maintain personnel action forms for HR/payroll actions.
- Prepare, conduct, and coordinate the employee recruitment and selection process; prepare and post job announcements, create interview packets, schedule interviews.
- Conduct reference checks and background checks.
- Prepare paperwork for new hires.
- Maintain the division's filing systems. Archive and destroy documents in accordance with laws, regulations and City policies and procedures.
- Oversee and lead the Wellness Program.
- Support employee benefits programs and administration;
- Coordinate training classes including room arrangements, class registration, and vendor contracts.
- Complete special projects including responding to requests for job descriptions, pay or other information; providing statistical data for government reports.
- Prepare reports and other correspondence. (EEOC, EEO-1, PERS eligibility, etc.)
- Administer and participate in the development of programs, procedures, and guidelines to help employees meet the strategic goals of the City.
- Assist with the coordination of unemployment claims.
- Coordinate Hearing Conservation Program.
- Process invoices.
- Coordinates various special projects and on-going programs as assigned.
- Performs website design and maintenance of information on the HR website.
- Assist in identifying current and future employee training requirements and recommending cost-effective training programs.
- Distribute monthly leave accrual balances to department directors.

**Secondary Functions**

- Assist with the City's drug and alcohol testing program for CDL holders.
- May conduct employee training as assigned.
- Attend meetings, take notes, and prepare minutes of meetings as required.
- Serve on and participate in various employee committees.

## **Job Scope**

This position involves frequent new and varied work situations with a moderate degree of complexity. Incumbent operates from specific and definite procedures with a moderate level of supervision.

## **Specific Job Skills**

### **Knowledge Of:**

- General Human Resources laws, policies, procedures, and practices.
- Modern office practices, procedures, and equipment including financial and statistical recordkeeping techniques.
- Municipal government organization, functions, and services.
- Basic research methods, data collection and statistical recordkeeping.
- Customer service principles and techniques.

### **Ability To:**

- Maintain Human Resources/Payroll database software management systems.
- Accurately apply and explain human resources and City policies, procedures, rules and regulations.
- Plan and organize work to meet deadlines.
- Work independently with little direct supervision.
- Effectively handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment with frequent interruptions.
- Accurately maintain records and filing systems.
- Communicate effectively both orally and in writing.
- Accurately and effectively prepare letters, reports and other correspondence from verbal or written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Conduct research and organize and summarize findings.
- Maintain confidentiality of records and information.

## **Education and/or Experience**

- Associate of Arts degree in business administration or related field is preferred.
- Minimum of three (3) years of administrative office experience.
- One (1) year experience working in the human resources field.
- Advanced skills in word processing, spreadsheet and database management software.
- A combination of work experience, education, and training which provides the candidate with the knowledge, skills, and abilities to effectively perform the essential functions of the job will be considered.

## **Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

## **Job Conditions**

Work is performed in an office environment with extensive time spent at a desktop computer, and subject to frequent interruptions from walk-in traffic or telephone calls. Position requires sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; seeing to read a variety of materials, hearing and speaking to exchange information. Some lifting of objects weighting up to 25 pounds may be required.