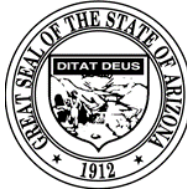


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Human Resources Technician
OCCUPATIONAL CATEGORY: Paraprofessional
DIVISION: Superior Court
EFFECTIVE DATE: 10/14/17



CLASS CODE: J521
FLSA: Non-Exempt
SALARY RANGE: 10
STATUS: Classified

JOB SUMMARY

Performs paraprofessional level work involved in the administration and maintenance of human resource programs and records associated with the operation and functions of the Mohave County Superior Court's human resources system. Positions at this level require prior human resource related experience which may include experience in Human Resource Information Systems (HRIS), recruitment, testing, employment services, classification, compensation, and benefits.

REPORTS TO:

The incumbent has the responsibility for the completion of assigned tasks accurately and in a timely manner under the general supervision of a higher level of authority. Work is reviewed through observation and evaluation of work performance and tasks completed by the incumbent. The incumbent is expected to exercise initiative and independent judgment in accordance with established policies and procedures.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties. **May be assigned to one or more areas or responsibility as follows:***

EMPLOYMENT SERVICES:

- Acts as liaison with hiring divisions to outline recruitment activities to include, but not limited to, identification of targeted recruitment areas, development and posting of job announcements and advertising, and assisting in the identification and establishment of testing. Coordinates, schedules and administers selection exams.
- Opens recruitment files based upon needs of the requesting division and in accordance with established personnel procedures and rules. Monitors recruitment process and workflow using recruitment software/database system. Prepares and reviews position recruitment requisitions for accuracy.
- Advises applicants of the status of their application; updates and maintains a variety of statistical and related files, records, and logs.
- Closes recruitments and prepares application materials for submittal to the division for screening. Assists divisions in the screening process and monitors results of the screening process. May perform screening of applications as required.
- Coordinates selection/hiring process with divisions. Assists with setting up of interviews and may participate on interview panel/selection committee as required.
- Works with and assists successful applicant; conducts reference check(s); coordinates background check with Court Security Manager; may set up and/or schedules drug testing/screening; works with applicant's through-out the pre-employment process.
- Creates, updates and maintains employee personnel, medical and training files; checks and reviews forms for accuracy and completeness; notifies employees regarding missing, incomplete or related information.
- Monitors ASRS enrollment submissions, confirms submissions in ASRS website.
- Conducts new hire processing, employee orientation, and briefings. Assists with Judicial New Employee Orientation (JNEO), new employee paperwork processing, file set-up, data entry and production of JNEO materials.

- Processes personnel actions (i.e., salary changes, classification changes, leaves, etc.) in Human Resource Information (HRIS).
- Assists current employees with status changes, updates, and related modifications.
- Assists with the activities of the Committee on Judicial Education and Training (COJET) including coordination of annual judicial employee training conferences and assists in conducting human resource related training.
- Receives, reviews, checks and validates timesheets; identifies discrepancies/areas requiring further information/correction; contacts employee and/or supervisor; obtains information and updates records; forwards materials to payroll.
- Processes a variety of personnel-related documents; conducts exit interviews; compiles and updates exit interview materials and information.
- Provides information regarding personnel rules, regulations, policies and procedures to employees, the public and others as required. Serves as a liaison and resource between the court's human resources office and various court divisions.
- Develops forms and related documents including but not limited to employee newsletter, recruitment brochures, training materials, minutes of meetings, etc.
- Conducts surveys; compiles data; creates and/or updates a variety of written statistical and related documents, summaries and reports.
- Handles a variety of other tasks; as assigned, creates, drafts, formats and presents articles for the newsletter; assists in updating and maintaining court human resources website.

BENEFITS:

- Handles customer concerns or requests for service in accordance with established policies and regulations.
- Advises employees, retirees, and dependents regarding Mohave County provided benefit programs, and eligibility for those programs.
- Determines and documents qualifying legitimate family status change events in computer system based on federal regulations that govern benefits.
- Effectively communicates, documents, and processes requests for benefit changes based on the rules and regulations of COBRA, FMLA, ASRS, CORP, EORP various Health and Medical plans, and HIPAA privacy rules.
- Assists employees, their dependents, and retirees in the completion of various benefit forms or on-line enrollments.
- Data entry of employee and dependent information into various vendor portals and County systems and spreadsheets.
- Produces and interprets audit reports from the County's self-service Benefit Electronic Enrollment system.
- Summarizes and prepares narrative and statistical analysis of program activities and performs research, collects data, and responds to benefit surveys.
- Drafts responses to routine correspondence and notifies, through phone calls or correspondence, newly eligible employees.
- Prepares and sends correspondence to terminating employees about benefits, including COBRA eligibility. Updates vendor portals as needed.
- Assists with Open Enrollment activities.
- Check vendor bills for accuracy, prepare claims for submission and provides follow-up correspondence as needed with vendors.
- Distributes required notices each year for HIPAA and other initiatives.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Federal and state employment statutes, regulations and guidelines, including Wage and Hour, Fair Labor Standards Act, Family and Medical Leave Act, HIPAA, and GINA related to human resource benefits compliance.

- Knowledge of procedures, terminology and accepted or common practices and policies of Superior Court Human Resources.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of Human Resource Information Systems (HRIS).
- Knowledge of computing literacy to include use of work processing and electronic spreadsheet applications.
- Knowledge of the principles of public human resource administration.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of research techniques and report presentation.
- Knowledge of guidelines, regulations and statutes affecting the department.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in making decisions in accordance with established policies and regulations.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in performing basic mathematical computations such as test scores, rates of pay, etc.
- Skill in maintaining confidentiality and dealing with issues which may be controversial or sensitive in nature.
- Skill in communicating clearly and concisely, both orally and in writing; and in making oral presentations.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications including but not limited to word processing, spreadsheet, publisher and PowerPoint.

Ability to:

- Ability to make decisions in accordance with established policies and regulations.
- Ability to understand, interpret and apply pertinent federal, state and county laws, codes and regulations regarding public personnel administration.
- Ability to manage problems which may be controversial or sensitive in nature.
- Ability to perform basic mathematical computations such as test scores, rates of pay, benefit calculations, etc.
- Ability to prioritize and handle a multitude of assignments at one time.
- Ability to maintain confidential and private information.
- Ability to read, interpret and apply technical materials encountered as a result of work assignments.
- Ability to understand and carry out complex written and oral instructions.
- Ability to communicate clearly and concisely, both orally and in writing and make oral presentations.
- Ability to maintain accurate and up-to-date records and documentation.
- Ability to prepare concise, orderly reports in a timely manner.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to comply with Superior Court Policies and Procedures, rules and regulations.
- Perform the essential functions of the job specifications with or without a reasonable accommodation.

WORK CONTACTS

Regular contact with associate personnel, employees, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions.
- Sufficient manual dexterity, with or without a reasonable accommodation, which permits the employee to operate standard office equipment, personal computer and peripheral devices.
- Work may be performed at a computer for up to 8 hours per day.

- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment.
- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May involve frequent lifting of objects weighing less than 25 pounds and infrequent lifting of objects weighing up to 50 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A high school diploma or GED, three (3) years' clerical experience AND one (1) year Human Resources experience, preferably in the Public Sector, **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.