

POSITION DESCRIPTION**HUMAN RESOURCESTECHNICIAN**

Administrative Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Human Resources Technician

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent performs clerical and technical work involving the preparation and maintenance of fiscal or related records.

Responsibilities are carried out under the regular supervision of the HR Director. Duties are routine and follow established guidelines and procedures that allow for independent accomplishment of recurring tasks. In carrying out position duties, he/she performs in accordance with standard accounting practices, professional ethics and established Region Ten policies.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Responsible for accurate and comprehensive record keeping.
2. *Responsible for data assurance and quality of data.
3. *Filing and scanning as necessary
4. *Responsible for receptionist functions within the Human Resources Team.
5. *Responsible for tracking and monitoring staff credentials.
6. Coordinates communications from Human Resources to staff to include Everbridge Communications Systems.
7. *Data entry into electronic Human Resources Information System.
8. Performs data collection processes to assist the daily operations of Human Resources.
9. Assists with reporting and data tracking.
7. Reading all agency communication (i.e., Ten, the Region Ten newsletter, E-mail, etc.).
8. Other duties as assigned by the HR Director.

QUALIFICATIONS:

For business use of a personal car, a certificate of valid personal automobile insurance must be provided.

The incumbent must possess the following knowledge, skills and abilities:

Knowledge of:

- a. standard office practices;
- b. manual and automated alpha and numeric filing systems;
- c. standard English;
- d. basic computational arithmetic; and
- e. computer keyboard entry.

Skills in:

- a. using office machines to include calculator, photocopier, personal computer and keyboard;
- b. arithmetic; and
- c. communication.

Abilities to:

- a. interpret and follow oral and written instructions;
- b. learn new practices, procedures and equipment;
- c. handle multiple tasks while meeting deadlines;
- d. organize and accurately store information for easy access; and
- e. work well with others.

POSITION ORGANIZATION CHART

ACCOUNTING TECHNICIAN

Administrative Services – Fiscal Services – Region Ten Community Services Board

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HR Director
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HR Technician

GRADE: 6

SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.

Position Description Updated: October 30, 2019

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date