

To: Shelley Caskey, Human Resources Director

From: Ann Guevara, Human Resources Supervisor

RE: Human Resources Technician Job Audit

Date: February 6, 2023

**Background:**

The Human Resources Department requested an audit for the Human Resources Technician position as part of the 2023 budget. The basis for the audit is to ensure the position is properly slotted within the Human Resources job family as the duties and responsibilities have increased in scope and complexity.

**Changes to Position:**

The Human Resources Technician position has evolved over the years. It began as an Administrative Assistant position serving as the first point of contact for employees and the public. The position answered the phone, managed mail, typed correspondence and completed smaller tasks and projects .

As the department expanded, the position became the main point of contact for employees to handle all routine questions and processes only escalating the non-routine. With an increase in technology and workload, the position took on higher level duties in support of recruiting to include creating job postings, managing applicants in the online applicant tracking system, scheduling and administering practical assessments, updating organizational charts, conducting public safety testing processes, creating and sending offer letters and welcome kits to new employees and overseeing the part-time seasonal hiring and payroll processes. The position is required to understand the various aspects of all positions within the City to answer candidate questions about job duties and assist at job fairs.

The position also assists the Benefits Specialist and is expected to understand employee benefit programs, conduct bi-weekly new employee orientations, respond to employee benefit questions, ensure new hire and benefit enrollment forms are completed accurately, process benefit changes, and present open enrollment education. The position is the backup to perform City-wide payroll duties when the Accountant/Analyst I is out. In addition, the position provides technical assistance to employees and coordinates a variety of personnel programs such as managing our Learning Management System and TrakStar.

**Internal Alignment:**

Sufficient market survey data was unavailable therefore internal alignment was analyzed to determine where the position should be slotted. At this time, the Human Resources Technician is aligned 30% below Recruiting Coordinator at grade 70, \$21.35 - \$27.75.

In reviewing positions for internal alignment, the Recruiting Coordinator job description was analyzed. The Recruiting Coordinator position requires a bachelor's degree and two years of professional human resources program experience including recruiting and retention and social media management. The position is exempt and is expected to work independently and make higher level decisions outside of standard processes.

The Human Resources Technician position is an entry level position and requires a high school graduate or equivalent and two years of experience providing technical and administrative support in a human resources department or related area. The position is non-exempt and expected to make routine decisions and complete relatively repetitive work compared to the Recruiting Coordinator.

**Recommendation:**

Based on the new higher level job duties, it is recommended the position be reclassified 15% below Recruiting Coordinator to grade 82; \$24.78 - \$32.22.

Currently, there is one incumbent, Clinton Oviatt, impacted by this recommendation. Clinton was hired into the HR Technician role in April of 2021 and is currently at Step 2 - \$21.99. It is recommended Clinton's pay be adjusted to Step 2 - \$25.53 which would result in a 16% increase in pay. It is recommended he be eligible for the annual step increase payable in April 2023. The recommended effective date for this change is the first day of the pay period following review and approval of the recommendation. In anticipation of the job audit completion, a placeholder of \$6,650 dollars was added to the 2023 budget. The recommended reclassification would be an additional \$1,788 to the general fund.