

SENIOR HUMAN RESOURCES TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty in providing specialized and advanced level operational support to human resources activities, such as: employment, classification, compensation, data entry and control functions for all personnel data; serves as lead human resources technician; processes and verifies changes to employee data and distributes output; performs related work as assigned.

The Senior Human Resources Technician is the advanced level in the Human Resources Technician class. Positions at this level are distinguished from other classes within this class by the level of responsibility, complexity of duties assigned, and independent judgment exercised. Employee performs the most difficult and responsible types of duties assigned to this class; may provide technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs specialized technical tasks, such as entering confidential applicant and employee information in the Human Resources Information System (HRIS), ensuring the accuracy and completeness of all information; monitors and prepares necessary documents for conversion of new hires to regular status upon successful completion of introductory period, when necessary; computes service, accrual computation dates and other employment related dates to ensure employees receive proper credit for benefits as provided under established policies and procedures, and updates the HRIS as needed; researches and responds to a variety of technical questions; assists in developing schedules and methods to accomplish assignments in a timely and efficient manner; works with payroll to address payroll issues, i.e., taxes, address book, expired assignments, interim payroll, etc.; assists with monitoring error reports and works with technicians on making necessary corrections/updates.

Review workflow and various processes, recommends and implements changes to enhance effectiveness; participates in planning, developing and implementing operating policies and procedures in assigned section to streamline and improve processing time of various human resources documents i.e., personnel action forms, position classification questionnaires, performance appraisals, job vacancy announcements; serves as lead human resources technician, provides training for other technicians, department/program supervisors on various human resources processes, procedures and guidelines; provides information and guidance to employees and supervisors in areas of assigned responsibility regarding procedures and processes; prepares a variety of reports, forms, correspondence, charts and memoranda requiring a thorough understanding of personnel management policies and procedures.

Reviews and verifies incoming and outgoing documentation for completeness, accuracy and compliance with established policies and procedures; follows established policies and procedures in processing and filing various personnel data forms; verifies, posts and publishes job vacancy announcements and listings, responds to inquiries regarding status of applications, personnel actions, position classifications/reclassifications, and policies and procedures; may receive, verify and process documentation pertaining to disciplinary actions or grievances; develops and maintains files, records and other documents; prepares personnel reports for departments and programs; and participates in informational presentations.

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Enters, verifies and edits personnel data forms for classifications, reclassifications, pay rate changes, transfers, terminations and annual and sick leave accrual rates; maintains confidentiality of decisions, actions and recommendations; participates in special recruitment and outreach activities, such as job fairs, employee orientations and applicant consultations; uses discretionary judgment when requested to disclose confidential personnel information on applicants and/or employees.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the Navajo Nation's human resources policies and procedures.
Knowledge of applicable federal and state employment laws, rules and regulations.
Knowledge of various benefits options available to employees.
Knowledge of computer software, database and spreadsheet applications.
Skill in preparing a variety of records, reports and correspondence using appropriate formats.
Skill in the operations of office equipment (e.g., personal computers/software, scanners, power point, copiers).
Skill in applying judgement in the release of confidential information.
Skill in maintaining automated filing and records systems.
Ability to interpret and analyze informational needs, and provide technical advice and guidance on human resources actions and processes.
Ability to interpret and apply Navajo Nation, state and federal laws, regulations, policies and procedures.
Ability to establish and maintain effective working relationships with those contacted in the course of work.
Ability to communicate effectively both orally and in writing.
Ability to create, compose and edit written materials.
Ability to analyze and resolve problems.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed in an office environment and requires a minimum of physical effort with intermittent sitting, standing and walking.

MINIMUM QUALIFICATIONS: A high school diploma or GED, supplemented by 6 to 12 months of specialized training in general office procedures; and four (4) years responsible office support experience in a human resources office; or an Associate's degree with course work in human resources, business administration or related field; and two (2) years responsible office support experience in a human resources office.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.