

HUMAN RESOURCES TECHNICIAN

NATURE OF WORK

This is technical and administrative work in directing a programme of personnel administration.

Work involves responsibility for administration of employee benefits, a major unit of the recruitment programme or the establishment and personal history records section. Work is performed independently with little direct supervision and the employee has considerable latitude for the exercising of independent judgement and initiative in executing duties. The employee is encouraged to formulate and submit to proper officials recommendations that will improve any or all phases of the assigned programme. Supervision may be exercised over clerical personnel. Work is subject to review through conferences, reports and observation of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and co-ordinates the work of the establishment and personal history records section, benefits section, recruitment section of the Human Resources Department by establishing work standards, schedules and practices to ensure efficient service.

Devises new work procedures and methods to accommodate a changing legislation, regulations and departmental policy; recommends improvements of the existing system to the supervisor and implements these, when approved.

Allocates staff, ensures that departmental training policy is carried out, appraises employee performance, ensures that standards of quality and quantity are met and that discipline is maintained.

Advises staff and faculty on regulations and departmental policies concerned with benefits, pay and recruitment by telephone, correspondence and personal contact.

Resolves problem cases in the areas of pay benefits and recruitment referred by subordinates by interpreting regulations or by obtaining interpretations from appropriate officials.

Drafts submissions recommending establishment or revision of current methods and systems of keeping personnel records.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in general and specialized administrative work in a personnel office, including supervisory experience; graduation from high school supplemented by college

level courses in business or public administration; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of general office work procedures and techniques.

Considerable knowledge of the ability and skills necessary to fill a wide variety of clerical positions.

Knowledge of modern principles, practices, methods and techniques and public personnel administration and related benefit programmes.

Knowledge of University organization of the types and content of a variety of positions common to higher educational institutions.

Ability to conduct personal interviews and to secure complete and accurate information from interview.

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