



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$37.6282 - \$47.0301 per hour

JOB TYPE

Permanent, Full-Time

FILING DEADLINE

Monday, May 16, at 5:00 PM

THE POSITION

The City of Dublin is seeking an energetic and engaged, self-starter to serve as Administrative Technician in the Human Resources Department. Under general supervision, this position is responsible for providing technical assistance by coordinating, monitoring, and reporting on various activities and services for Human Resources. This Administrative Technician position will perform complex technical and administrative duties relating to personnel functions and activities within the areas of benefits administration, worker's compensation, recruitment, employee on/off boarding, and data entry into an HRIS system. The ideal candidate should function well with deadline-driven objectives, be knowledgeable in a variety of human resources roles and procedures, and demonstrate flexibility in responding to changing needs and priorities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Maintains confidential records and information concerning City employees including personnel files, medical records files, workers' compensation files, and all performance related data such as employee performance evaluations and wage and salary information.
- Provides general clerical and administrative support for the Human Resources Department.
- Assists with the City's benefits program administration and activities.
- Enrolls employees in the City's retirement program (PERS) and other health care programs.
- Assist with the workers' compensation program, policies, and procedures ensuring compliance with applicable laws and regulations, while maintaining a high level of customer service.
- Process Family and Medical Leave Act (FMLA/CFRA/PDL) paperwork and monitor employees return to work status reports.
- Process paperwork relating to short term and long-term disability claims.
- Prepares recruitment materials including job announcements, writing and placing advertising, and posting on social media.
- Reviews and evaluates applications and prepare and issues candidate notices
- Coordinates and facilitates interviews including organizing the oral board panels.
- Organizes and/or schedules employee trainings.
- Provides assistance to City staff and the general public with matters regarding human resources.

CANDIDATE QUALIFICATIONS

1. Education/Training: Equivalent to the completion of the twelfth grade.
2. Experience: Five (5) years of increasingly responsible secretarial and/or clerical experience involving frequent public contact and data research and presentation.
3. Licenses/Certificates: Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Knowledge of:

- Applicable Federal, State and local laws and regulations.
- Record keeping and file management.
- Research methods and techniques.
- Principles and practices of assigning and reviewing the work of others.
- Computer software, including word processing, database, spreadsheet and accounting applications.
- Modern office methods, procedures, and computer equipment.
- Principles and procedures of data entry.
- English usage, vocabulary, spelling and punctuation.
- Customer service techniques.

Ability To:

- Perform data entry in a HRIS platform, preferably Tyler Munis.
- Perform a wide variety of clerical duties in support of human resources activities.
- Work independently under minimal supervision.
- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality when working with sensitive information.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies, laws, and rules.
- Analyze situations carefully and adopt effective courses of action.

SALARY/BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **ADMINISTRATIVE TECHNICIAN** position is **\$37.6282 - \$47.0301** per hour. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance pay system
- Choice of medical plans through PERS with the City contributing up to \$1,956.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Wellness reimbursement program \$25 per month
- Employee Assistance Plan
- Education reimbursement program
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year
- Fourteen paid holidays (including two floating holidays) per year
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The Human Resources Department has four full-time FTE who provide services to the more than 90 full-time and over 150 temporary/seasonal employees serving the City. It is our mission to deliver exceptional service and support to the organization, covering a wide range of human resource issues in a responsive, cost-effective, and innovative manner. Our goal is to attract, develop, motivate, and retain the best best-qualified employees whose diversity and skills contribute to and sustain the City as a quality organization.

ABOUT THE CITY

The City of Dublin was incorporated in 1982 and is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. According to the 2020 Census, the City has a population of 72,589 within 15.23 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

The City of Dublin will make reasonable accommodations for the participation in employment, programs, and facilities. Please notify Human Resources at (925) 833-6650 regarding the type of reasonable accommodations needed within three days following recruitment closing date.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies,**" "**City of Dublin,**" then on "**Administrative Technician,**" and "**Apply Now.**" Applications must be received by 5:00 p.m. on Monday, May 16, 2022. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Administrative Technician position. To continue in the City's recruitment process, you are required to complete this supplemental questionnaire along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6650.

1. Describe your experience, if any, calculating and inputting transactions into an HRIS system. Please describe which transactions you were responsible for and what systems you have used?
2. Describe your experience, if any, supporting benefits programs, including an explanation of your specific responsibilities in the administration of benefits.
3. Describe your experience, if any, with safety committees and/or emergency preparedness support.
4. Describe your experience, if any, supporting worker's compensation and leave administration.
5. Describe your experience, if any, in recruitment and/or onboarding.