



# City of CERES

Together We Achieve



## Human Resources Technician

**\$3,955—\$4,806 (monthly, paid bi-weekly)**

**add 3% increase, effective 7/1/2022**

**PLUS EXCELLENT BENEFITS**

***This is your opportunity to be a part of a thriving HR Team!*** We're looking for a creative and flexible team player who brings a background of diversity and a desire to work in Human Resources. This career opportunity is an exciting, fast-paced position that includes coordinating, organizing, providing customer service, and handling a variety of tasks within Human Resources. The HR Department consists of three positions: HR Tech, HR Analyst & Director of HR. This position is an excellent opportunity for a Human Resources career.

### Responsibilities may include:

- Perform a wide variety of responsible clerical, technical, administrative, and office support duties in support of the City's Human Resources Division.
- Provide customer service, both in-person and by telephone; screen and direct telephone calls; take and relay messages; answer questions from employees and the general public regarding human resources issues, rules, and regulations relating to human resources management; respond to employment verification requests, salary and benefit surveys, and other requests for information.
- Plan and coordinate recruitments and examinations; prepare job announcements and advertisements; administer and score tests; notify candidates of application/employment status; prepare certification lists.
- Explain employment benefits and general terms and conditions of employment to employees and department representatives; conduct initial new employee orientation for purposes of ensuring appropriate completion of payroll and benefits documentation.
- Prepare workers' compensation reports; assist workers' compensation adjuster as needed on City employee claims.

### Requirements:

Two years of college level course work in business, personnel management, or closely related field. Significant related experience may substitute for education.

Two years of increasingly responsible technical or administrative experience in personnel administration activities.

**Open: until filled      First Review of Applicants: April 14, 2022**

**Applicants must submit a completed online City job application and supplemental questions by the filing deadline.** To apply and view [complete job and benefits information](https://www.calopps.org/city-of-ceres), please visit <https://www.calopps.org/city-of-ceres> or [www.calopps.org](http://www.calopps.org). AA/EOE. The City of Ceres is an equal opportunity employer and prohibits harassment and discrimination in employment (EEO). If you have questions or need special accommodations with the recruitment process, in advance please contact: Shirley Ventura at (209) 538-5747.