

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Human Resources Technician Senior  
**OCCUPATIONAL CATEGORY:** Paraprofessional  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 08/15/2020



**CLASS CODE:** J523  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 12  
**STATUS:** Classified

### **JOB SUMMARY**

Performs complex advanced paraprofessional level work involved in the administration and maintenance of Human Resource programs and records. This is an advanced level class in the Human Resource Technician series. Positions at this level require prior human resource related experience which may include experience in Human Resource Information Systems (HRIS), recruitment, testing, employment services, benefits, classification, and compensation.

### **REPORTS TO:**

Human Resource Manager.

### **SUPERVISION EXERCISED**

As assigned, may train and exercise technical, functional or direct supervision of subordinates.

### **ESSENTIAL JOB FUNCTIONS**

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Acts as liaison with hiring divisions to outline recruitment activities to include, but not limited to, identification of targeted recruitment areas, development and posting of job announcements and advertising.
- Initiates recruitment based upon needs of the requesting division and in accordance with established personnel procedures and rules.
- Monitors recruitment process and workflow using recruitment software/database system.
- Closes recruitment and prepares applications/resumes for submittal to divisions for screening.
- Assists divisions in selection/screening/hiring process and monitors results of screening process.
- May perform screening of applications/resumes as required.
- New employee paperwork processing, file set-up, and relevant data entry.
- Coordinates and schedules pre-employment drug screening and orders background reports of new hires as required.
- Determines appropriate retirement system enrollment for new hires. Initiates/monitors retirement systems enrollment submissions. Facilitates any subsequent correspondence as necessary.
- Processes personnel actions (i.e. salary changes, classification changes, leaves, etc.) in Human Resource Information System (HRIS).
- Reviews and approves Personnel Actions in the HRIS as required.
- Provides information regarding personnel rules, regulations, policies and procedures to employees, the public and others as required.
- Researches information and prepares correspondence and develops and prepares required forms, reports and other documentation as assigned.
- Maintains employee records and files.
- Conducts instruction on training in a one-to-one or small group setting including Judicial New Employee Orientation (JNEO).
- Handles customer concerns or requests for service in accordance with established policies and regulations.
- Data entry of employee information into various County systems and spreadsheets.
- Summarizes and prepares narrative and statistical analysis of program activities and performs research and collects data.
- Assists with the activities of the Committee on Judicial Education and Training (COJET) including coordination of annual judicial employee training conferences and assists in conducting human resource related training.

### **As assigned to Benefits:**

- Drafts responses to routine correspondence and notifies, through phone calls or correspondence, newly benefits eligible employees.
- Determines and documents qualifying legitimate family status change events in computer system based on federal regulations that govern benefits.
- Assist with facilitation and implementation of Open Enrollment activities and subsequent monitoring/processing enrollment changes in the HRIS/Vendor portals.
- Assists employees, their dependents, and retirees in the completion of various benefit forms or on-line enrollments.
- Effectively communicates with employees, retirees, and dependents regarding Mohave County provided benefit programs, eligibility, documents, and processes requests for benefit changes based on the rules and regulations of HSA, FSA, ICMA, COBRA, FMLA, ASRS, CORP, EORP, various Health and Medical Plans and HIPAA privacy rules.
- Works with HR Assistant in researching and correcting benefits enrollment issues/deficiencies identified on vendor bills.

### **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.
- Exercise regular and predictable attendance and punctuality in accordance with Superior Court Personnel Policies, Procedures and Judicial Merit Rules.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Knowledge of procedures, terminology, and accepted or common practices and policies of Superior Court Human Resources.
- Knowledge of federal and state employment statutes, regulations and guidelines, including Wage and Hour, Fair Labor Standards Act, Family Medical Leave Act, HIPAA and GINA related to human resource compliance.
- Knowledge of standard office practices and records maintenance procedures.
- Knowledge of Human Resource Information Systems (HRIS), i.e., MUNIS, NEOGOV.
- Knowledge of research techniques and report presentation.
- Knowledge of computing literacy to include use of word processing and electronic spreadsheet applications.
- Knowledge of department policies, rules and procedures.
- Knowledge of Mohave County Superior Court Policies, Procedures, Judicial Merit Rules, Administrative Procedures and Department Regulations.

#### **Skill in:**

- Skill in effectively utilizing computer systems and applications, mainframe and personal computers, in the performance of work assignments using word processing systems.
- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.

#### **Ability to:**

- Ability to comply with Mohave County Superior Court Policies, Procedures, Judicial Merit Rules, Administrative Procedures and Department Regulations.
- Ability to exercise advanced initiative, decision making and independent judgment in accordance with established policies, procedures and regulations.
- Ability to understand, interpret and apply pertinent federal, state and county laws, codes and regulations regarding public personnel administration to include Mohave County Superior Court Policies, Procedures and Judicial Merit Rules.
- Ability to effectively manage multiple assignments and changing priorities at any given time.
- Ability to recommend improvements in processes and workflow by analyzing issues and determining solutions.
- Ability to manage problems which may be controversial or sensitive in nature.
- Ability to perform basic mathematical computations such as test scores, rates of pay, benefit calculations, etc.
- Ability to maintain Mohave County Superior Court's and employee's confidential and private information.
- Ability to read, interpret and apply technical materials encountered as a result of work assignments.

- Ability to understand and carry out complex written and oral instructions.
- Ability to communicate clearly and concisely using courtesy, tact and diplomacy both orally and in writing.
- Ability to perform oral presentations.
- Ability to maintain accurate and up-to-date records and documentation.
- Ability to prepare concise, orderly reports in a timely manner.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.

### **WORK CONTACTS**

Regular contact with associate personnel, employees, other court and county departments, state and federal agencies, private and public entities, and the general public to gather required information, promote programs, provide service, provide explanations, coordinate activities, respond to inquiries, and resolve problems.

### **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone.
- Sufficient vision or other powers of observation which permits the employee to comprehend written work instructions.
- Sufficient manual dexterity which permits the employee to operate standard office equipment, personal computer, and peripheral devices.
- Work may be performed at a computer for up to 8 hours per day.
- Sufficient personal mobility, flexibility, and physical reflexes which permits the employee to work in an office environment.
- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 25 pounds.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.

### **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

High School Diploma or GED, three (3) years' clerical experience, one (1) year Human Resources experience, preferably in the public sector, and one (1) year Benefits Administration in the public sector in one or more of the following the areas: FMLA processing, Short Term Disability claims, processing medical dental and vision additional life, supplemental retirement and mandatory pension enrollments, OR any equivalent combination of education, experience, and training may be considered in meeting the minimum qualifications.

### **PREFERRED EDUCATION, EXPERIENCE AND TRAINING**

- NEOGOV Certifications of Achievement in Silver, White, and Green Belt Courses.
- Certificates of Achievement courses for Communication, Professionalism, Team Building, etc.

### **SPECIAL JOB REQUIREMENT**

- Obtain International Public Management Association-Certified Professional (IMPA-CP) Certification OR Society for Human Resource Management-Certified Professional (SHRM-CP) Certification within three (3) years of employment.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.