

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

JUNE 30, 2010

TITLE: HUMAN RESOURCES TECHNICIAN II

REPORTS TO: HUMAN RESOURCES ADMINISTRATOR

JOB CLASS: NON-EXEMPT

LOCATION: DOVER

PURPOSE:

Provides administrative support to Human Resources in a confidential manner.

JOB DUTIES:

- * Maintains personnel files (computer and hard copy) including benefits, pension information, worker's compensation claims, etc.
- * Manages recruitment, testing, and applicant process to include the maintenance of the application database; and application files. Prepares and mails all applicant letters.
- * Manages training program to include registration, payment and certification. Monitors all DSWA employee permit required training.
- * Provides information to applicants and employees regarding job descriptions, benefits and procedures.
- * Explains benefits and employment policies to new employees (employee orientation), assists new and current employees in completing various employment documents.

Prepares DSWA employee Performance Evaluations for annual and probationary review. Monitors deadlines.

Assist in applying and interpreting applicable laws, rules, regulations, policies and procedures.

Assists with Human Resources surveys.

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Maintains employee database and prepares reports using various types of software.

Formats, edits and types correspondence and reports.

Prepares and distributes employee mailings.

Maintains job descriptions (computer and hard copy) and update as requested.

Research information as needed for problem solving.

Performs other duties as assigned.

QUALIFICATIONS:

Possession of an associates degree in human resources or a related field (i.e. business administration, communications, etc.) and 4 years experience, or 6 years applicable experience. Possess the ability to communicate well with applicants and employees in person and on the telephone. Must possess strong organizational and interpersonal skills. Knowledge of standard office machines (copiers, fax machines, postage meters, calculators, etc.) Experience with Microsoft Professional Office Suites. Must sign a statement of Confidentiality.

* Denotes essential functions of the job