

**Annual Salary**  
**\$48,222 - \$58,604**  
**DOE**

**Plus Excellent Benefits**

**Filing Deadline:**

**March 17, 2010**

**[Apply online @ www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)**

The Human Resources Department is a major support department within the City of Carlsbad whose focus is on people and the human aspects of work. The department's primary customers come from within the organization, as we serve and support the 700 full-time and 550 part-time employees of the City.

The Human Resources Technician, limited term opening is the result of a temporary work reallocation to support the implementation of a complex HRIS system. The Human Resources Technician will round out our staff of ten employees which consists of a Director, two Human Resources Managers, a Senior Management Analyst, Management Analyst, two Human Resources Technicians, Secretary and two part time clerical support staff.

The Human Resources Technician will participate in a fast paced, team-based, customer-focused environment and will work on a variety of Human Resources Department projects. The Human Resources Technician will report to one of the two Human Resources Managers and will work Monday-Friday, 8-5:00 p.m.

The ideal candidate will possess excellent interpersonal and technical skills including:

- Proactive and caring customer skills
- Exceptional organization skills required to coordinate a variety of tasks and responsibilities
- Ability to manage work load and complete assignments accurately under deadline pressures;
- Able to work independently and exercise good judgment
- Ability to interact with a wide variety of people using tact and diplomacy
- Dedication to work including being available to work off hours as necessary to complete assignments in a timely manner
- A self starter who can take initiative

- A thorough working knowledge of word processing, spreadsheet, database applications; and a working knowledge of an HRIS system for human resources/payroll

#### EXAMPLES OF DUTIES

- He/she will support human resource functional areas, including a variety of recruitment activities, e.g., developing recruitment plans, administering tests, scheduling interviews, writing ads, verifying employment references, making job offers and coordinating pre-employment processing of new hires
- Conduct employee benefit orientations
- Assist with non-occupational illness/injury claims, leaves and records
- Process payroll/personnel information in HRIS
- Coordinate placements with temporary agencies
- Maintain a variety of confidential files
- Prepare correspondence, job announcements and other materials and compile reports from a variety of sources
- Schedule and arrange meetings and other events
- Assisting internal & external customers with all human resources needs

**Knowledge of:** Human resources policies, practices and procedures; modern office methods, practices and procedures, including computer use and software applications; human resources/payroll database system.

**Ability to:** Perform difficult technical and clerical work using independent judgment, initiative and discretion in resolving issues; understand and apply policies, rules and regulations within guidelines.; communicate effectively in oral and written form.

- Three years of progressively responsible clerical, technical or administrative experience, including one year in the human resources function.
- Having prior experience in a public sector Human Resources Department is highly desirable.

PLEASE REFER TO OUR WEBSITE FOR A COMPLETE ANNOUNCEMENT AND APPLICATION MATERIALS.