

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: HUMAN RESOURCES TECHNICIAN

GENERAL DESCRIPTION

This position performs computer applications in support of the Human Resources Department; the position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Conducts driving record checks online.

Updates benefit vendor sites with employee information.

Assists with employee events.

Files information in personnel and medical files.

Runs employee data reports and labels.

Updates web information.

Maintain employee training records online in MUNIS.

Enter data and audit data.

Contacts employees for paperwork needed during Open Enrollment and for new hires; completes personnel files with required paperwork.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

This position works with MUNIS data; benefits enrollment data; dates and EEO data.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

This position deals with employees and citizens who are customers of Human Resources; also benefit provider companies.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

This position primarily uses a computer or reports with associated data.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

PC TECHNICIAN

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Use addition and subtraction, multiplication and division, and/or and calculate ratios, rates and percents.

Analytical and problem-solving abilities, with keen attention to detail.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Experience at working both independently and in a team-oriented, collaborative environment is essential.

Strong interpersonal skills.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Excellent technical knowledge of PC and desktop hardware and software.

Good working knowledge of the Windows desktop operating system including Windows XP and beyond.

Technically competent with various software programs including the Microsoft Office suite.

Reacts to project adjustments and alterations promptly and efficiently.

Flexible during times of change.

Must be able to learn, understand, and apply new technologies

Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Works in a very stable environment with clear and uncomplicated written/oral instructions.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

PC TECHNICIAN

College diploma or university degree in the field of computer science and/or 2 years equivalent work experience.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

None Required.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Position requires some Human Resources experience; as well as computer experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components/peripherals.

Physically able to participate in sessions, presentations, and meetings.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.