

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: February 28, 2024

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: VINCE ZAMORA, SECRETARY

SUBJECT: 6. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS: 1

REVISED

1. Senior Human Resources Technician

RECOMMENDATION

The City recommends approval of the new and revised classification specifications.

SENIOR HUMAN RESOURCES TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of complex, specialized technical duties in support of the city's human resources functions including recruiting, staffing, training and employee services; advises and assists departments in preparing forms; performs a variety of data tracking and reporting; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Human Resources Technician series. This class is distinguished from the Human Resources Technician by the performance of more complex duties with a greater level of independence. Employees at the journey level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory and management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. ~~Serves as a lead in the area of assignment and may have direct responsibility over higher-level projects, training, and/or programs.~~
- 1.2. Provides assistance to staff and the public regarding the application of human resources policies, procedures and processes, especially in non-routine situations; resolves problems or complaints and assists in resolving complex problems in assigned area.
- 2.3. Advises and assists departments in processing a variety of personnel actions including promotions, upgrades, position fills, step increases and new hires; reviews policies and procedures and provides recommendations for resolution of problems when appropriate; reviews and forwards requests for final approval.

~~Provides administrative support for the recruitment process including distributing applicant information to managers and supervisors, preparing and distributing job advertisements in newspapers, trade publications and on the internet, coordinating travel arrangements for outside assessors, scheduling interviews and tests, grading written tests, reporting applicant~~

CITY OF LAS VEGAS

Senior Human Resources Technician (*continued*)

~~testing results and preparing and sending correspondence to appli~~Leads, coordinates, trains, and performs a variety of technical human resources duties involving employment services transactions and pre-employment background processing, monitoring, and compliance.

CITY OF LAS VEGAS
Senior Human Resources Technician (continued)

4. Essential Functions:

~~3-5.~~ Researches history or records to provide information needed to address a concern, issue or problem; make recommendations based on the information gathered and knowledge of past practice.

~~4-6.~~ Updates various databases/systems and tracks information for accuracy and compliance; prepare a variety of reports extracted from the data.

~~5-7.~~ Identifies opportunities to enhance HR records processes through system optimizations and automation and participates in the process improvement.

~~6-8.~~ Participate in user testing to assess the functionality, usability, and performance of HR systems, including HRIS, recruitment, and onboarding tools.
~~Compiles and prepares the Civil Service Board agenda; communicates with other department management regarding the certification and extension of eligible lists.~~

~~7-9.~~ Updates and maintains various manuals, reports and files; prepares correspondence and memorandums in support of human resources functions.

~~8-10.~~ Collects and organizes data as needed for statistical reports.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a human resource management and records management program.

Modern office procedures, methods and computer equipment.

Common office software, including word processing, e-mail and spreadsheets.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Methods and techniques of record keeping and records management.

Pertinent federal, state and local laws, codes and regulations pertaining to human resource management and record keeping.

Skills in:

Interpreting, explaining, applying and enforcing department policies and procedures.

Maintaining confidential information and records.

Learning technical personnel policies and procedures applicable to the city.

Learning to operate a complex, automated PC-based HR/Payroll system, if applicable to assignment.

Operating a variety of modern office equipment including computer equipment.

CITY OF LAS VEGAS
Senior Human Resources Technician (*continued*)

Collecting and compiling information and data for a variety of reports.
Performing advanced mathematical calculations quickly and accurately.
Typing or word process at a speed necessary for adequate job performance.
Working independently without close supervision.
Interacting with a wide variety of city staff, bargaining unit representatives and citizens.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Competencies:

Core Workforce Competencies

Professionalism - Demonstrates core values by being honest, respectful and positive.

Effective Communication - Expresses verbal and written thought in a clear and understandable manner.

Customer Focus - Demonstrates genuine concern and satisfies external and/or internal customers based on the CLV core purpose and values.

Adaptability - Able to effectively modify behavior to suit changing workforce demands.

Problem Solving - Solves problems by considering all causes, solutions and outcomes.

Productive Partnerships - Develops, maintains and strengthens partnerships with others.

Technical and Safety Expertise - Possesses a depth of knowledge, skill and ability in a technical (job) area.

Experience and Training Requirements

Experience:

~~Three~~ One years of direct general experience in the area in the of assignment. ~~human resources or personnel department of a government agency or company.~~ Experience with Oracle HR/Payroll is preferred. Lead experience preferred. Experience in a union environment is desirable.

Or

Four years of compliance, records, HRIS, or data analysis experience.

Training:

Equivalent to graduation from high school. College course work in human resource management, personnel, business administration or a related field, or specialized training in an area related to assignment is preferred.

CITY OF LAS VEGAS
Senior Human Resources Technician (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental cognitive capacity which allows the capability of:

- *Making sound decisions; and*
- *Effective interaction and communication with others; and*
~~*Demonstrating intellectual capabilities.*~~

~~SEGAL-RW~~

REV ~~10/20/11 (formerly Senior Personnel Technician)~~2/6/24

FLSA & City: nonexempt

CSB ~~10/8/14 (added competencies)~~TBD

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3. Advises and assists departments in processing a variety of personnel actions including promotions, upgrades, position fills, step increases and new hires; reviews policies and procedures and provides recommendations for resolution of problems when appropriate; reviews and forwards requests for final approval.
4. Leads, coordinates, trains, and performs a variety of technical human resources duties involving employment services transactions and pre-employment background processing, monitoring, and compliance.

CITY OF LAS VEGAS

Senior Human Resources Technician (*continued*)

5. Researches history or records to provide information needed to address a concern, issue or problem; make recommendations based on the information gathered and knowledge of past practice.
6. Updates various databases/systems and tracks information for accuracy and compliance; prepare a variety of reports extracted from the data.
7. Identifies opportunities to enhance HR records processes through system optimizations and automation and participates in the process improvement.
8. Participate in user testing to assess the functionality, usability, and performance of HR systems, including HRIS, recruitment, and onboarding tools.
9. Updates and maintains various manuals, reports and files; prepares correspondence and memorandums in support of human resources functions.
10. Collects and organizes data as needed for statistical reports.

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Maintaining confidential information and records.

Learning technical personnel policies and procedures applicable to the city.

Learning to operate a complex, automated PC-based HR/Payroll system, if applicable to assignment.

Operating a variety of modern office equipment including computer equipment.

Collecting and compiling information and data for a variety of reports.

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CITY OF LAS VEGAS

Senior Human Resources Technician (*continued*)

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Maintaining cognitive capacity which allows the capability of:

- *Making sound decisions; and*
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RW

REV 2/6/24

FLSA & City: nonexempt

CSB 2/28/24