

HUMAN RESOURCES TECHNICIAN HUMAN RESOURCES DEPT

\$17.50—\$22.10HR/HIRING RANGE (DOQ)

APPLY NOW! Online application materials, with resume accepted through September 15, 2016
Employment Application and Job Description can be obtained online at www.cityofkingman.gov



The City of Kingman Human Resources Department is seeking a professional who is versatile and detail oriented. The HR Technician supports employees throughout our organization in all facets of human resources. This job offers a considerable amount of variety and growth. The HR Technician assists with administration of many programs including recruitment, onboarding, benefits, wellness initiatives, maintains record systems, training, employee relations, benefits claims management, FMLA administration, many other assignments. The successful individual will administer HR policies and procedures with the ability to multi-task, set priorities and meet deadlines. The HR Tech role involves a tremendous amount of interaction with people. Thus, the ideal candidate will value providing excellent customer service skills with experience in the human resources field, enjoys working in a team-focused environment and administering/working with committees, and the ability to be creative in developing and expanding programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- > High school diploma/GED
- > Two years of formal human resources education and/or 3-5 years of general human resources experience.
- > Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- > Knowledge of HR generalist activities management; personnel policy and procedures; benefit plans, insurance, retirement, deferred compensation and related programs; Microsoft office products such as word, excel, publisher and power point. Extensive ability to apply state and federal laws and regulations such as wage & hour, ADA, EEOC, FMLA, HIPAA, COBRA, cafeteria plans, and methods and techniques for record keeping and report preparation.
- > Ability to work in a fast paced environment and while multi-tasking and staying organized to meet deadlines; maintain automated data and information systems; to work with people and develop a trusting working relationship and maintain confidentiality; to establish and maintain effective working relationships with persons of diverse ethnic, educational and economic backgrounds and at all levels of employment; to maintain objectivity and freedom of prejudice; to resolve disputes and issues that may arise; to communicate orally and in writing with co-workers, department heads, employees and vendors.

SPECIAL REQUIREMENTS

- > Certification as SHRM-CP, PHR or IPMA-CP preferred.
- > Ability to plan and organize a variety of multiple assignments concurrently.
- > Ability to deal with issues which may be controversial or sensitive in nature and create an atmosphere of trust and confidentiality in all personnel functions; maintain confidentiality of employee records and work products.
- > Ability to work well with a wide variety of personalities.

CITY OF KINGMAN

Human Resources Department

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Kingman, AZ 86401

Phone: 928-753-5561

Fax: 928-753-3544

Website: www.cityofkingman.gov

Note Reference Examination: The City of Kingman reserves the right to consider only the most highly qualified applicants for the succeeding examinations processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment is subject to successful completion of a City paid post employment medical examination.

Note Reference American Disabilities Act: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion,