

HUMAN RESOURCES TECHNICIAN

DEFINITION:

Under general supervision, to provide specialized confidential administrative support to the Human resources department; to collect and prepare materials used in employer-employee relations, collective bargaining negotiations, and grievance proceedings; to compose advertising copy for job announcements and place advertisements; to process new employees including paperwork, orientation and benefits enrollment; to coordinate recruitment efforts; to provide customer service; and to perform related duties as assigned.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related d

MINIMUM QUALIFICATIONS:

Knowledge of