



Now Accepting Applications for  
**Human Resources Technician (full-time)**



Annual Salary Range  
**\$ 66,564 – \$ 80,904**  
4 day work week  
plus full benefits, including CalPERS Pension

**Filing Deadline: March 2, 2020 at 5:00 p.m. or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

The City of San Pablo is seeking an extraordinary candidate to join its Human Resources Division. The Human Resources Division is responsible for essential support to the City staff who provide a wide variety of services and functions to the citizens of San Pablo. The dynamic work environment will require the Human Resources Technician to be a self-starter who can take a customer service-oriented approach to problem solving. Reporting to the Human Resources Manager, the incumbent will provide a variety of technical and administrative support of the Human Resources Information Systems (HRIS), benefits administration, training, worker's compensation, recruitment support, and special projects.

**About the position:** In addition to the great salary and benefits, including a four-day work week the incumbent will serve as a member of the City Manager's Office. The incumbent of this position reports to the Human Resources Manager, takes direction from the City Manager's Management Analyst, and interfaces with, and supports, City employees at all levels. A successful Human Resources Technician should have good problem solving, judgement, analytical, and decision-making skills, as well as the ability to deal with a lot of divergent information and, concisely and succinctly convey decisions and information to other departments and divisions. For additional information about the position, see the [Job Description page](#) of the City's website.

**Experience and Training:** An ideal candidate must have demonstrated expertise in organizing, analyzing, and coordinating work in a Human Resources Division. The Human Resources Technician is a key in making sure the HRIS/payroll system is running smoothly and optimally. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: two (2) years of responsible technical human resources experience, and the equivalent of an Associate's degree from an accredited college or university with major course work in human resources, or a closely related field. Public sector experience is highly desirable.

**Required license and certificate:** Possession of, or ability to obtain, a valid California driver's license.

**Benefits:** The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview: **week of March 23<sup>rd</sup>**. Estimated Start: **beginning-to-middle of May 2020**.

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act

of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**

## **SUPPLEMENTAL QUESTIONS**

**Please respond in detail to the questions below, as they will be used as a screening criteria. They are due at the submission of the application.**

This position will be the main entry for all payroll data into the Human Resources Information System (HRIS). Technical accuracy is required to ensure that City payroll runs smoothly and without errors. Please describe your experience with entering into databases and how you maintain accuracy with entries.

Please tell us about the most complex work problem you had to solve independently. How did you go about solving the problem and what was the outcome?

The Human Resources Division is a small team. Work assignments tend to be dynamic and fast paced. Please tell us about a time when you had to manage multiple activities and/or projects simultaneously. How did you manage to get everything accomplished?

Why are you interested in the Human Resources Technician position with the City of San Pablo and what are you looking forward most to learning?