



Rocklin

# Human Resources Technician I/II (Employee Benefits & Leaves)

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**Category**Human  
Resources**Region**Sacramento/Metro  
Area**Job Type**

Full-Time

**Close Date**11/7/2021 at  
11:59pm**Salary**\$53,393.00-\$79,260.00  
Annually**Additional****Questionnaires**  
[Supplemental](#)

Please review the [special instructions](#) before applying for this job opportunity.

## Location

3970 Rocklin Road Rocklin, 95677

## Description

Salary:

Human Resources Technician I: \$53,393 - \$73,601

Human Resources Technician II: \$57,498 - \$79,260

### THE POSITION

Join Team Rocklin and bring your knowledge and experience with employee benefit administration and leave management to the Human Resources Division of the Administrative Services Department. Duties of this position may include, but are not limited to the following:

- Performs a variety of responsible paraprofessional, technical, and administrative human resources support duties requiring the application of procedural, program, and compliance knowledge.
- Reviews, verifies, enters, and corrects entries into the human resources information system.
- Conducts new employee orientations and processes all documentation for new employees; provides instruction on enrollment forms, reviews forms for accuracy and completeness, and answers employee questions; processes enrollment information; assists in the development of benefits-related communication material.
- Serves as primary contact for employees, dependents, retirees, and benefit plan administrators with respect to department activities; maintains the employee benefit database; reviews entries for accuracy and correctness; inputs new hire information and retiree information into the database for reporting requirements and payroll processing.
- Monitors maintenance of various benefits plans, including health, dental, vision, life, AD&D, LTD, deferred compensation, and retirement.
- Plans and coordinates periodic employee events, such as the benefits fair and recognition activities.
- Coordinates leave management programs; advises employees on their rights under Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), State Disability Insurance (SDI), Paid Family Care Leave (PFL), long-term disability, and disability retirement; receives and processes requests for FMLA, CFRA, and other leaves; determines eligibility and sends initial notices; requests additional information and prepares other leave-related correspondence; recommends approval or denial of leaves.
- Processes all Worker's Compensation claims and monitors the status of each on a regular basis.
- Tracks and monitors employee benefits while employees are on disability leaves such as FMLA, CFRA, workers' compensation, SDI, PFL, long-term disability, and disability retirement.
- Assists with staff development activities; schedules training classes; prepares training materials; maintains training databases; orients trainers; facilitates training sessions.
- Maintains the confidentiality of all records and information within the department.
- Attends meetings and serves on committees as appropriate.
- Performs general administrative work related to assigned duties, including establishing and maintaining files, preparing reports and correspondence, copying and filing documents, and entering computer data.

### **MINIMUM REQUIREMENTS**

*A combination of education and experience which would provide the required knowledge and abilities is qualifying. Note: education may not fully substitute for the required experience unless expressly stated herein.*

#### ***Human Resources Technician I:***

Equivalent to graduation from high school supplemented by 24 college-level semester units in human resource management, business or public administration, or a closely related field;

**AND**

Three (3) years of full-time experience performing increasingly responsible and complex clerical duties, including explaining policies and procedures and processing forms and records.

Experience performing recruitment and selection, benefits administration, and/or related human resources work is highly desirable.

***Human Resources Technician II:***

Equivalent to graduation from high school supplemented by 24 college-level semester units in human resource management, business administration, public administration, or a closely related field;

**AND**

Two (2) years of experience performing increasingly responsible technical personnel or human resources duties at a level equivalent to the City's classification of Human Resources Technician I.

**Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

## Ideal Candidate

The ideal candidate will have excellent customer service skills, strong attention to detail, and fresh ideas to streamline processes. Previous public sector employee benefits administration, leave management, and CalPERS benefit experience is highly desirable.

## Benefits

**Medical/Retiree Health**

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference.

**Dental and Vision**

City-paid for employee and dependents.

**Health Coverage Reduction Incentive**

Employees with less than full family coverage for health, dental, and vision may receive incentive pay of \$75 - \$250 per month.

**Leave Accruals**

Sick Leave: 12 days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

**Retirement - CalPERS** (in accordance with Public Employees' Retirement Law)

2% @ 55 (Classic) Employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

2% @ 62 (PEPRA) Employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

### **Deferred Compensation**

Rocklin offers optional programs for employee participation - 457 and/or 401(a) plans.

### **Insurance**

Life Insurance and AD&D: City paid \$50,000

Long-term Disability: Coverage is 50% of monthly salary up to \$6,000 per month; after a 90-day waiting period (City paid).

## **Special Instructions**

- Anticipated work schedule is onsite Monday - Friday, 8am to 5pm.
- A resume will not be accepted in lieu of an official City application. The application must be completed in its entirety.
- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by case basis. **A DMV printout dated within two months of application date must be uploaded in the online application system. You can request a printout [here](#).**

## **Recruitment Contact**

**Contact phone:** (916)625-5050

**Contact email:** [hr@rocklin.ca.us](mailto:hr@rocklin.ca.us)

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