



City of Pittsfield *Job Description*

Position Title:	Personnel Technician	Grade Level:	18
Department:	Personnel	Union/Non-Union:	Non-Union/Exempt
Reports to:	Director of Personnel	Date Prepared:	January 2017

Job purpose

The Personnel Technician performs responsible, complex, and confidential work requiring a high degree of expertise and experience with the policies and practices of the department and City, and regulations governing their functions. The Technician will consistently be interacting with employees of the City, elected officials, community agencies, and Pittsfield constituents. The Personnel Technician reports directly to the Director of Personnel, and works side by side to ensure compliance, consistency, and fairness throughout City employment and procedures.

Duties and responsibilities

Civil Service:

1. Maintains civil service records for all civil service employees of the City (i.e. original appointments, promotions, lay-offs, transfers, demotions, suspensions, terminations, and retirements).
2. Prepares the annual civil service report and related reports.
3. Processes all civil service requisitions for vacancies for Police & Fire, and prepares and processes all related civil service paperwork.
4. Processes labor service registration applications and screens applicants according to license and experience requirements and places qualified individuals on the appropriate labor list. Prepares and sends employment notification notices to applicants.
5. Coordinates with the Massachusetts Human Resources Division to ensure that all civil service procedures are followed and all civil service paperwork is completed and filed appropriately.
6. Prepares public service announcements for upcoming civil service examinations and provides civil service exam information to interested individuals

Other/General:

1. Organizes meetings of the Personnel Review Board and prepares all agendas and reports
2. Submits reports and related documentation to the Mayor and City Council
3. Assists the Personnel Director with all workers compensation claims and injured on duty claims for police and fire departments. (This may include follow up with medical providers, scheduling appointments, obtaining medical documentation and reviewing charges and processing payments. May work with department heads to return employees back to work on full or modified duty.)
4. Prepares, posts, and circulates job postings; maintains online Applicant Tracking System. Serves as primary contact regarding system. May assist Personnel Director with recruitment outreach.
5. Maintains personnel files, records, job descriptions, etc. for all municipal employees of the City of Pittsfield.
6. Schedules pre-employment physicals/drug screenings, and processes paperwork with new employees.
7. Assists with coordination of senior tax work-off program.
8. Schedules appointments for DOT drug and alcohol testing and organizes and maintains the random DOT drug and alcohol list.
9. Schedules fitness for duty and workplace injury evaluations, as well as physicals for license renewals for bus operators.
10. Assists city employees and members of the general public on telephone and in-person.

11. Assists the Director in conducting and/or coordinating staff and management training.
12. Attends relative training to position on a quarterly or as-needed basis
13. Assists in creating and updating new and current City policies; updates/modernizes personnel forms including Employee Orientation Handbook, annually.
14. Processes city-wide accrued time conversions; assists departments with proper and timely process of exiting employees.
15. Works with other departments on a monthly basis to see that employee accruals are updated and accurate.
16. Processes all department bills including workers compensation and injured on duty bills.
17. Utilization of MUNIS, specifically HR/employee maintenance module.
18. May attend Collective Bargaining negotiations and meetings, as well as other meetings as needed.
19. Assists Personnel Director with other assigned duties as needed.

Qualifications

Education & Experience:

1. Associates Degree in Human Resources, Business, Public Administration, or related field; Preference will be given to candidates with a bachelor's degree in a related field.
2. Three to five years' experience in similar or related position; or an equivalent combination of education and experience.
3. Preference to individuals with training tailored to HR, i.e. SHRM certification.

Knowledge/Skills/Abilities:

1. Thorough knowledge of modern office practices and procedures, business English, spelling and commercial arithmetic, forms and equipment
2. Ability to become increasingly familiar with policies and practices of the department and regulations governing its functions; knowledge on applicable local, state, and federal laws pertaining to employment and HR generally.
3. Must possess excellent telephone and interpersonal skills and be able to interact with the general public and fellow employees in an effective, efficient and courteous manner
4. Ability to work confidentially and autonomously in an efficient and productive manner; Honesty, reliability, discretion, and good judgment essential
5. Ability to be well-organized and highly motivated and perform responsible and complex administrative tasks with continued interruption
6. Ability to work in high pressure situations, as necessary
7. Proficiency in Microsoft Office, including Word, Excel, and Outlook.
8. Experience utilizing Human Resource Information Systems and/or Applicant Tracking Systems; experience with MUNIS preferred.

Working conditions

This is an office-based job in a dynamic municipal building. While performing the duties of the Personnel Technician, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

Physical requirements

Operates standard office equipment including computers and keyboards, at efficient speed; move throughout the municipal office located in City Hall, and other municipal buildings as needed, some travel by vehicle to remote sites may be required. Lifts/moves/pulls objects weighing up to 20 pounds.

Direct reports

May occasionally be required to supervise interns or senior-tax work off program participants.

Approved by:	<i>Michael J. Taylor</i>
Date approved:	<i>July 2017</i>
Reviewed:	<i>January 2017</i>