

# City of Hesperia

## Open/Competitive Opportunity

### PERSONNEL TECHNICIAN

\$4,779 - \$5,829 per month\*\*

**FINAL FILING DATE: FRIDAY, SEPTEMBER 25, 2020 - 4:30 P.M.**

**Duties:** The Personnel Technician is a Non-Represented position responsible for providing a full array of responsibilities in support of the City's human resources and risk management functions. These functions may include recruitment and selection, employee orientation and separation, health benefits, workers' compensation, damaged city property claim management, and employee training activities. Prepares and maintains various reports and documents; responds to requests and provides assistance to employees, management, elected officials, outside agencies and the public. Excellent communication, public relations and multitasking skills are required. Performs other related and peripheral duties as required and necessary for the successful performance of this job.

**Qualifications:** Requires three (3) years of experience providing support to human resources, risk management, or benefit administration activities; or any combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance.

Please visit the Employment page at <http://www.cityofhesperia.us/660/Job-Classifications> to view full job description and list of qualifications.

#### **Fringe Benefits:**

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- Health Benefits – up to \$1,224 per month toward medical, dental and vision insurance
- City paid
  - Employee Only Premium for Dental Insurance
  - Employee Only Premium for Vision Insurance
  - Life Insurance (One times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 13 holidays
- Sick leave (96 hours per year)
- 401 (a) Deferred Compensation Plan (1% of salary – City paid)
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to \$3,000 a fiscal year available for eligible employees).
- 457(b) Deferred Compensation Program available
- The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

\*\* Fiscal Year 2020-21 – Due to current fiscal constraints:

- Merit step increases have been frozen.
- A furlough schedule has been implemented for Non-Represented employees to work 36 hours per week. Adjusted Workweek Schedule participation required.

**To Apply:** Interested applicants are required to submit a City application. All applications will be screened and only those candidates who best match the needs of the City will be invited to compete further in the selection process. Based on the qualifications from this recruitment's applicant pool, the City will exercise its discretion to determine the weight of testing (100%, pass/fail, or a conversion 40%-60%). Testing may include a written, interview, and/or assessment examination. Applicants will receive notification regarding recruitment status within three (3) weeks of final filing date.

To be considered for City employment, applications must be submitted using the online employment application system. This application can be accessed from the City's website at [www.cityofhesperia.us](http://www.cityofhesperia.us).

