



**SUPERIOR COURT**  
**COUNTY OF MADERA, STATE OF CALIFORNIA**  
**ANNOUNCEMENT OF EXAMINATION**

**HUMAN RESOURCES TECHNICIAN**  
**Monthly Salary: \$3,140 - \$3,818**

**Final Filing Date: Friday May 20, 2016 by 12 noon**

**THE POSITION**

Under limited supervision, to assist in the establishment, maintenance and update of personnel files; to assist with monthly payroll and annual open enrollment; to assist with the preparation and distribution of recruitment and examination materials; to assist with maintaining eligible lists; to perform a variety of office support functions; to provide information on personnel procedures, rules, employee benefits and employer-employee relations agreements; to maintain confidentiality of personnel and employee relations information; to serve as back-up to Court mailroom staff; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

The Human Resources Technician position is distinguished by the performance of the full range of duties as assigned, working independently, exercising judgment and initiative; receiving occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Human Resources Division.

**IMPORTANT AND ESSENTIAL DUTIES:**

- Assists with supervisory and staff training.
- Assists with providing information regarding personnel procedures, employment processes, salary schedules, personnel policies, MOU's, employee benefits and related areas.
- Assists with processing a variety of monthly payroll changes.
- Assists with the annual open enrollment process.
- Assists with the preparation of correspondence, including confidential correspondence regarding labor relations and other personnel business.
- Assists with the preparation and distribution of recruitment and examination materials.
- Assists with the maintenance of eligibility lists.
- Assists with scheduling and coordinating various types of examinations and interviews.
- Schedules fingerprinting and conducts orientation for new hires.
- Assist with maintaining various personnel records and actions.
- Maintains confidentiality of personnel files and related information.
- Assists with providing employees with information regarding FMLA, CFRA, SDI, PFL, Work Comp, etc.
- Performs general office assistance duties.
- Operates various types of office equipment.
- Provides back-up support for the Court mailroom.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Applicable personnel policies and regulations.
- Employee benefits and employer-employee relations agreements.
- Functions and operations of the assigned office.
- Pertinent Federal, State, and local laws, codes and regulations relating to employment, recruitment, and affirmative action processes.
- Personnel principles and practices of recruitment, examination, classification and compensation.
- Office methods, procedures and equipment, including filing systems, receptionist and telephone techniques, letter and report writing.
- Principles of business letter writing.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.
- Fiscal record keeping principles and practices.

### **Skill to:**

- Type and enter data at a speed necessary for successful job performance.
- Operate modern office equipment including computer equipment.

### **Ability to:**

- Assume responsibility for various personnel actions.
- Interpret and apply applicable personnel rules, laws, policies, and employer-employee relations agreements with good judgment while carrying out a variety of personnel assistance assignments.
- Effectively provide information to employees and job applicants on a variety of personnel subjects.
- Perform a variety of office assistance assignments with minimal guidance and supervision.
- Maintain confidentiality of information.
- Learn functions and operations of the office.
- Deal tactfully and courteously with the public and other staff when providing information about personnel policies and records.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

## **OTHER JOB RELATED DUTIES:**

Performs related duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

Requires three years of Human Resources experience preferably including one year of experience working with payroll and benefits **AND** equivalent to the completion of the twelfth grade supplemented by course work in bookkeeping, personnel, office practices, or a related field.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**BACKGROUND CHECK REQUIREMENTS:**

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

**EMPLOYEE BENEFITS:**

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days max accrual); Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.25%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of the health insurance premium for employee and 50% for either two-party or family coverage.

**EXAMINATION PROCESS:**

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Human Resources Division to be appropriate. The Human Resources Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Human Resources Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

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**APPLICATION PROCESS:**

Please review the *Application Guidelines* for requirements. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at [www.madera.courts.ca.gov](http://www.madera.courts.ca.gov) or by visiting the Madera Superior Court Human Resources Division. Office hours are:

Monday - Friday, 8:00 am – 5:00 pm

**MAILED APPLICATIONS:**

If an application is mailed, the application must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court  
Human Resources Division  
200 South G Street, Madera, Ca 93637**

**NOTE: Postmarks, emails and faxes are not accepted.**

**ADA ACCOMMODATIONS:**

If you are a person with a disability and in need of accommodations during your interview, please contact our office at (559) 416-5517.

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.**

May 9, 2016