

**STATE OF HAWAII
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Class Title: Human Resources Technician IV
Position Number 124849
Department: Law Enforcement
Division: Administration Division
Branch: Administrative Services
Section: Human Resources Staff
Unit:
Geographic Location: Downtown

II. INTRODUCTION

Function of this organizational unit:

The Human Resources Office provides human resources management services to the department. Recruitment, position classification, employee training and development, employee relations, human resources development and services, human resources transactions and records maintenance are among its services.

Purpose of the position:

The purpose of this position is to provide technical and specialized clerical human resources support including but not limited to recruitment, position classification, employee training and development, employee relations, human resources development and services, human resources transactions, and records management.

III. MAJOR DUTIES AND RESPONSIBILITIES

Factors in Determining Essential Functions

1. The performance of this function is the reason that the job exists.
2. The number of other employees available to perform this function is limited.
3. The function is highly specialized, and the employees is hired for special expertise or ability to perform the function.

A. Employee Transactions and Employee Services

50%

1. Process new hires: reviews and process new hire documents required for employment. Answers questions from employees and managers regarding new hire processes. [1] [2]
2. Serves as HR role in the Time and Leave program; provide answers to employees, manager/supervisors, Timekeeper and/or Leave keepers

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regarding rules and regulations on governing sick, vacation, and other leaves. Audits the department leave records on a bi-annual and annual basis. [1] [2]

3. Performs all required activities relating to mass collective bargaining pay such as updating the Employee Personnel Action(s) Report (EPAR); interpreting Collective Bargaining contracts, Executive Orders, personnel rules and regulations; and applying pay adjustments provisions to employees' pay rates. [1] [2]
4. Process Performance Appraisal System (PAS) forms and forward them to department staff for completion. Review completed PAS forms and initiates appropriate actions on the PAS forms or flags questionable or unsatisfactory PASs and routes to the Human Resources Specialist (HRS) or Departmental Human Resources Officer (DHRO). [1] [2]
5. Provides services to employees and managers in regard to retirement, benefits, recruitment, leave balances, etc. [1] [2]

B. Recruitment

20%

1. Assists with Internal Vacancy Announcements (IVA) or requests to DHRD for Certificate of Eligible (List) for inter-departmental and/or open competitive recruitment. Distributes job announcements from DHRD & other departments to division managers. [1] [2]
2. Prepares all required human resources forms for recruitment, selections, and onboarding actions. [1] [2]
3. Assists the HRS in job recruitment conducted with employment services companies, universities, etc. for applicant referrals to vacant exempt and/or internship opportunities. [1] [2]
4. Assist the HRS in preparing interview standards and selection criteria for evaluation of applicants for possible appointments to positions. [1] [2]
5. Assists the HRS with activities regarding onboarding document reviews. [1] [2]
6. Assists the HRS with reduction-in-force (RIF) activities that involve Department employees, etc. [1] [2]

C. Training and Development

20%

1. Reviews and transmits appropriate training announcements in and outside of the department. [1] [2]

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2. Screen training requests to determine the need and benefit of the training against the employee's position duties and responsibilities and to ensure that eligibility requirements are met for the selected training. Maintains the department training records and roster. [1] [2]
3. Makes appropriate distribution of in-service and out-service training requests/approvals and keep informed of the status of pending items. [1] [2]

D. Other Duties as Assigned

10%

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No. 124843

Class Title: Human Resources Spec VI

B. Nature of Supervisory Control Exercised Over the Work:

Instructions Provided

Instructions are limited to general guidance and direction to specification of priorities and the results expected. The employee is required to plan and carry out the necessary work activities independently.

Assistance Provided

The employee works independently with minimal supervision and may seek assistance from the supervisor with issues or problems that are beyond the employee's control.

Review of Work

The supervisor ensures that deadlines are met, the rate of production acceptable, and that tasks are complete.

C. Nature of Available Guidelines Controlling the Work:

1. Policy and Procedural guides Available

Personnel laws, rules, regulations, policies, and procedures; Collective Bargaining Contracts; other State and Federal laws, rules, regulations and Executive and departmental policies and procedures.

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2. Use of Guidelines

Procedural guidelines, just above, cover technical aspects of the work. The employee is expected to know and apply such guidelines that are pertinent to the personnel field.

V. MINIMUM QUALIFICATIONS

A. Knowledge:

The employee must have thorough and comprehensive knowledge of pertinent Federal, State, and/or departmental policies, procedures, and regulations, Collective Bargaining Unit contracts, etc.

B. Skills/Abilities:

The employee must be able to research rules, regulations, policies, Collective Bargaining Unit contracts, precedent cases, etc. and exercise judgment in selecting the more appropriate guideline(s) as the basis of the action.

C. Education:

Graduation from high school is preferred.

D. Experience:

General Experience: One (1) year of progressively responsible general office clerical experience.

Specialized Experience: Four (4) years of experience in an office where the work required the knowledge and application of pertinent human resources rules, regulations, procedures, and program requirements.

E. Required Licenses, Certificates, etc.:

N/A

VI. TOOLS, EQUIPMENT & MACHINES

Personal computer and peripheral equipment/software, calculator, copying machine, fax machine, and other office machines, equipment, and tools.

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