

**CITY OF CLEARLAKE
DEPUTY CITY CLERK/HR TECHNICIAN I/II**

DEFINITION

Performs a variety of responsible and complex administrative, technical, and clerical duties in support of the Administrative Services department. This position requires a high degree of confidentiality, organizational skills, and the ability to work independently. There are two levels within this classification:

Deputy City Clerk/HR Technician I: Performs a wide range of duties related to records management, human resources assistance, and general administrative support. This level requires a solid understanding of office procedures, basic human resources principles, and excellent communication skills.

Deputy City Clerk/HR Technician II: In addition to the duties of the Technician I level, this level performs more complex and specialized tasks, including risk management support, and assuming the responsibilities of the City Clerk in their absence. This level requires advanced technical skills, a comprehensive understanding of human resources regulations and practices, and the ability to exercise independent judgment and decision-making.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

These examples are not all-inclusive and may vary depending on the assigned level.

Both Levels:

Records Management: Maintains accurate records and files, ensuring proper documentation and organization.

Human Resources Assistance: Assists with various HR functions, such as recruitment, onboarding, employee relations, worker's compensation claims, and benefits administration.

Customer Service: Provides excellent customer service to internal and external stakeholders, responding to inquiries, providing information, and resolving issues. Processes the Universal Waste Service Exemption forms, including receipt from property owners, tracking exemptions, and correspondence with applicants and property owners.

Administrative Support: Performs general administrative tasks, including preparing correspondence, scheduling meetings, and managing calendars.

Technology Proficiency: Utilizes computer software and technology effectively to perform duties, including word processing, spreadsheets, databases, and HR systems.

Technician II - Additional Duties:

Risk Management: Assists with risk management activities, such as claims processing, safety programs, and insurance administration.

City Clerk Duties: Assumes the responsibilities of the City Clerk in their absence, including managing elections, preparing agendas, and recording minutes.

City Facility/Parks Rentals: Provides coordination and service support in the use and operations of facilities and/or coordination of events; serves as a liaison with recreational/sports organizations and other clients in facilitating events and activities.

Reviews facility and event resources and scheduling; monitors staffing and other material needs; coordinates, facilitates and ensures facility, event, and equipment readiness.

Assists in administering contracts; reviews facility/service rental contracts and agreements, reviews special conditions and insurance requirements; ensures receipt of required documents; oversees event setup and breakdown; and ensures effective concession operations.

Monitors facility and equipment use ensuring that policies and procedures are adhered to.

Provides customer service support and responds to inquiries and requests for information.

Monitors supplies and equipment inventory; reviews material needs and places orders based on planned events.

Maintains files, records and required documentation.

Manage records and information in any format, in accordance with applicable statutes, regulations and City policy, guidance and records retention schedule.

Supervisory Responsibilities: May provide guidance and training to lower-level staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Both Levels:

Principles and practices of office administration, records management, and customer service.

Basic human resources principles and practices.

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment, including computer software and hardware.

Technician II:

Advanced principles and practices of human resources management, including recruitment, classification, compensation, and benefits.

Contract administration principles

Project management principles

Risk management principles and practices.

Municipal government operations and procedures.

Applicable laws, codes, and regulations related to human resources and risk management.

Skill to:

Both Levels:

Operate modern office equipment, including computers and various software applications.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with others.

Organize and prioritize work effectively.

Maintain confidentiality.

Technician II:

Analyze and interpret data and information.

Prepare clear and concise reports and presentations.

Exercise sound judgment and decision-making.

Coordinate facility and/or event services.

Monitor events, facilities and equipment and ensuring safe operations.

Review contractual agreements.

Assist with contract administration.

Monitor supplies inventory.

Assess staffing and resource needs.

Maintain records and documentation.

Lead and supervise others.

Ability to:

Both Levels:

Learn and apply new information and skills quickly.

Work independently and as part of a team.

Adapt to changing priorities and deadlines.

Maintain a professional demeanor.

Identify issues and provide solutions.

Provide positive and effective customer service.

Technician II:

Solve problems and make decisions independently.

Manage multiple tasks and projects simultaneously.

Communicate effectively with diverse audiences.

Think critically and strategically.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Technician I:

Experience: Two years of increasingly responsible clerical and administrative experience, preferably in a human resources or public sector environment.

Education: High school diploma or equivalent. Associate's degree in business administration or a related field is desirable.

Technician II:

Experience: Four years of increasingly responsible experience in human resources or a related field, including experience in risk management.

Education: Bachelor's degree in human resources management, public administration, or a related field.

License or Certificate:

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

Certification of a California Notary Public required within six months of appointment and renewal of certification required.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to travel to different sites and some exposure to outdoors.

Physical Demands:

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level.

Working Conditions:

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors and noise. Many hours of reviewing files, policies and other documents. The job is primarily inside with occasional visits to other job sites, including climbing stairs. Use of a computer and other office equipment. Working alone, working around or with others. Attendance of night meetings and/or night emergency calls and travel throughout the State for trainings may be required.

Effective Date:

Resolution No.