



HUMAN RESOURCES TECHNICIAN FULL TIME

**JOIN OUR
TEAM**

THE DISTRICT

Carmichael Recreation and Park District is a dependent special district established in 1945, located 15 miles northeast of Sacramento. The District population is approximately 42,408 and has a budget of approximately \$7.2+ million for the General Fund in Fiscal Year 2023-24. There are 13 park sites, with a total of 178 acres, including 11 developed parks, a large community center, a botanical garden, community garden, and a 17 acre nature area.

THE POSITION

Under the supervision of the Human Resources Section Manager, the successful candidate will play a crucial role in supporting various human resources functions, ensuring smooth onboarding and offboarding functions, managing payroll and timesheets, and maintaining accurate employee records. The HR Technician will work closely with the HR team and contribute to the efficient and effective operation of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Draft and publish job announcements for open positions.
- Assist in the recruitment process, including application screening and communication.
- Schedule, coordinate Department of Justice (DOJ) and FBI background checks for candidates and volunteers, as well as coordinate Drug screens and Pre employment physicals when required.
- Facilitate HR onboarding processes for new employees utilizing Bamboo HR (HRIS) for document entry during onboarding.
- Process and monitor payroll status changes in COMPASS and manage benefits.
- Compile and prepare input for data entry in COMPASS for all staff.
- Prepare Payroll Wage Reports and manage Employee Roster Cards.
- Compile and maintain temporary disability/workers compensation records for payroll/leave accrual integration.
- Participate in audits, including Compensated Balance Reports & annual Compensation Reports to the County.
- Register and pay for various trainings using county Procurement Card. Order necessary supplies, and miscellaneous items.
- Set up, attend, and provide backup support at Advisory Board Meetings and other meeting as assigned.
- Process bank deposits and maintain records, ensuring compliance with segregation of duties policies.
- Process refunds and corrections in the Recreation Management Software.

QUALIFICATIONS

- High school diploma or equivalent; relevant HR certifications a plus.
- Two (2) years of proven experience in HR administration or a related field.
- Strong organizational and multi-tasking skills. Excellent communication and interpersonal skills.
- Proficient in using HRIS systems, particularly Bamboo HR.
- Knowledge of payroll processes and reporting.
- Familiarity with accounting software (e.g. COMPASS/SAP).
- Ability to maintain confidentiality and handle sensitive information.



ABILITY TO:

- Communicate effectively in person, by telephone, and email, return all emails and phone calls promptly.
- Multi-task in an active, dynamic, environment.
- Ascertain priorities and meet deadlines and objectives.
- Be resourceful and effective, following oral and written instructions.
- Proofread, perform accurate computations, and prepare accurate reports from records.
- Use good independent judgement in organizing and establishing formats; preparing effective correspondence on routine matters and performing routine functions.
- Work well in a team atmosphere while establishing and maintaining a effective working relationship with the general public, customers, contractors, supervisors, and employees. Be friendly, professional, tactful, patient, flexible, and courteous.
- Operate a variety of office equipment.

EXPERIENCE:

Any related combination of experience and education that could likely provide the required knowledge and abilities.

SPECIAL QUALIFICATIONS:

Applicant must possess a valid California Drivers License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS:

- Environmental Conditions— essential duties of this position are performed in an office environment. Incumbents work closely with District personnel in the performance of assigned duties and responsibilities.
- Physical Conditions— Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received; to reach for files and folders and other items to stand, walk, push, pull and grasp files and other items on a daily basis.

SALARY AND BENEFITS:

Hourly salary: \$24.62 - \$29.93

Holidays: 15 paid holidays per year

Paid Vacation

Paid Sick Leave

Health Insurance: District paid premium for employee and dependent coverage through the Sacramento County Employee Benefit Program Providers: Western Health, Kaiser and Sutter Health.

Employee Assistance Program (EAP): Provided through CAPRI/Aetna.

Dental Insurance: District paid premiums for employee and dependents (Delta Dental)

Vision Coverage: District paid premiums for employee and dependents (VSP).

Retirement: Sacramento County Employee's Retirement System and Federal Social Security System.

Life insurance: The District paid premium for basic plan coverage for employee and dependents.

Optional coverage available at the employee's expense (Voya).

Deferred compensation: A 457 Plan is available at the employee's option and expense. (Nationwide).

HOW TO APPLY:

Submit a District Application and resume by US Mail or place in the drop box, location:

Carmichael Park—District Office
5750 Grant Avenue
Carmichael, CA 95608-3744

or Email: sharon@carmichaelpark.com

View and download application at www.carmichaelpark.com

APPLICATION DEADLINE: April 8, 2024

The most qualified applicants meeting the minimum qualifications will be further considered to continue in the recruitment process.

Candidates will be subject to interview and reference checks.

Successful candidate will be subject to a post-offer preemployment DOJ fingerprint screening, physical examination, and drug screen performed at the District's expense.

Failure on any part of the selection process will result in disqualification and exclusion.