

HUMAN RESOURCES TECHNICIAN

Location: New Castle, DE

Salary: \$16.00 per hour

Opening Date: August 9, 2018

Closing Date: Until Filled

I. POSITION SUMMARY

The Human Resources Technician is responsible for providing clerical and support services to the transactional processes within the Human Resources Department for Authority-wide operations. This includes data entry, file management, contractor badging, and appointment scheduling functions. Responsibilities may also include general office support functions such as typing, answering telephones and preparation of correspondence (i.e., copying, sorting, and mailing). This position reports to the Human Resources Supervisor, Shared Services. The nature of the work is highly confidential and requires the highest level of professionalism and discretion. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enters all new and rehired employee data in the system for full-time, part-time (seasonal or casual) employees to include personal data, job and compensation, benefit program, emergency contacts, tax withholdings union dues deductions, employee review dates, photos and drivers' licenses, etc.
- Processes promotions, demotions, transfers, reclassifications, account code changes, performance reviews, pay increases and other data changes in the system
- Processes voluntary and/or involuntary separation information in the system
- Verifies entered data by reviewing, correcting, deleting, or reentering data; combines data from multiple systems when information is incomplete; purges files to eliminate duplication of data
- Responsible for the accuracy of records in the official personnel files and maintaining accurate filing system
- Responsible for contractor badging processed through the Human Resources Department
- Responsible for scheduling physical examinations
- Responsible for assisting in administering drug testing processes through scheduling of appointments
- Responsible for maintaining data bases as required
- Maintains confidence and protects operations by keeping information confidential
- May provide general office support functions such a answering telephones, directing and assisting callers, and opening and distributing mail
- Participate in special projects as requested
- Maintains operations by following policies and procedures; reports needed changes
- Maintains data entry requirements by following data program techniques and procedures
- Assist with data gathering strategies to ensure alignment with the Authority's goals and objectives
- Contributes to team effort by accomplishing related results as needed
- Assists with other duties as required

- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the principles and practices of human resources administration
- Strong data analysis, data entry, and data verification skills; proven attention to detail
- Strong organizational and filing skills; ability to prioritize and handle multiple projects simultaneously
- Ability to maintain confidentiality
- Demonstrated oral and written communication skills with the ability to communicate in clear and concise manner
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint); ability to learn and use other computer data base systems
- Ability to conduct research
- Willingness and ability to learn to perform a variety of tasks of progressively increasing difficulty
- Ability to establish and maintain effective working relationships and work in a team environment
- Ability to provide excellent customer service to all internal and external customers

IV. REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or equivalent experience required
- Associate's Degree in General Business or Business-Related field preferred
- At least one (1) year experience in data entry and file management in a professional office
- At least one (1) year working in a Human Resources office in a clerical function preferred

V. LICENSES, REGISTRATION, AND CERTIFICATES

- Valid driver's license

VI. SPECIAL REQUIREMENTS

- Subject to pre-employment physical and background investigation
- Subject to pre-employment drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.