

## EMPLOYMENT TECHNICIAN II

### NATURE OF WORK

This is specialized, paraprofessional work involving the performance of personnel functions in the Employment Division of the City-County Personnel Department.

Work involves responsibility for the performance of a variety of personnel activities related to recruiting applicants, examining qualifications of applicants, as well as drug and alcohol testing. Work also involves overseeing the maintenance of the computerized applicant tracking system and other computerized applications. Work requires considerable initiative and independent judgment with decisions made in accordance with established policies and procedures. An employee in this classification may supervise subordinate staff. This classification is distinguished from the Employment Technician I based on supervision, independence of action and complexity of work. General supervision is received from the Division Manager with work being reviewed in the form of reports and accuracy of results achieved.

### EXAMPLES OF WORK PERFORMED

Interprets and explains personnel rules, policies and procedures to department heads, employees, applicants and the public in order to promote better understanding of programs and procedures in the areas of recruitment.

Coordinates and processes requisitions submitted to the Employment Office, prepares and distributes recruitment information; develops rating guides to allow for a standardized screening process; evaluates applicants' experience and training; schedules, grades and monitors all testing procedures; screens applicants for work history, criminal record, driving record, educational background, required certificates and/or licenses; prepares a Certificate of Eligibles register.

Supervises paraprofessional and clerical employees in their performance of personnel functions related to the recruitment of applicants.

Consults with department heads, division heads, supervisors and employees concerning interpretation of personnel rules and regulations as related to the employment process.

Works with departments, outside organizations, civic and educational groups in order to promote better understanding and support for the Personnel Department and City-County government.

Oversees programs such as the Mayor's Award of Excellence, the County Recognition Awards, CDL Third Party Examiners, and drug and alcohol testing.

Conducts exit interviews.

Coordinates the weekly job listing; writes and places advertisements in newspapers, journals and periodicals; assists in the development of recruiting materials.

Completes reports related to recruitment efforts and selection results.

Completes annual EEO4 reports for federal reporting.

Coordinates and conducts training programs.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles and practices of public personnel administration as related to the recruitment, evaluation and testing of applicants.

Considerable knowledge of governmental organization and of the type and content of a wide variety of positions found in public organizations.

Considerable knowledge of state and federal laws and regulations related to recruitment and employment, as well as drug and alcohol testing.

Considerable knowledge of current trends, developments and modern techniques utilized in the field of recruitment and employment.

Ability to coordinate, assign and evaluate the work of subordinate staff.

Ability to review and evaluate applicants' work experience, education and training.

Ability to apply personnel principles, practices and techniques to a wide variety of routine and moderately complex problems and assignments.

Ability to conduct interviews and to secure complete and adequate information from individuals interviewed.

Ability to present ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships with City and County officials, employees, co-workers, representatives of other agencies and the general public.

Skill in the use of a microcomputer including various software applications.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, personnel management or related field and thorough experience in the recruitment and selection of applicants.

#### MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by college-level course work in public or business administration, personnel management or related field and considerable experience in the recruitment and selection of applicants. This experience will be as an Employment Technician I or Compensation Technician I with the City of Lincoln.

Approved by: \_\_\_\_\_  
Personnel Director

5/98

Class Code Change: 8/99

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