

**NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY  
NEWPORT NEWS, VIRGINIA**

**POSITION VACANCY ANNOUNCEMENT  
PVA # 16-19**

TO APPLY: Applications must be submitted to the Human Resources Office between the hours of 8:00 a.m. to 5:00 p.m., Newport News Redevelopment and Housing Authority, 227 27th St., Newport News, VA 23607. **ALL APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, SEX, COLOR, NATIONAL ORIGIN, HANDICAP OR AGE or any other category protected by law. THIS IS A SECTION 3 COVERED ACTIVITY.** All positions require post-offer pre-employment drug testing. Applicants selected for hire will receive a conditional offer of employment and be referred for pre-employment drug testing.

Posted: 9/11/2019

Deadline: 9/25/2019

**HUMAN RESOURCES TECHNICIAN**

**Administrative Services**

**Hiring Range: \$34,188 – \$37,607 per year**

**Status: Full- Time Regular Position**

**GENERAL DEFINITION OF WORK:**

Performs responsible technical and paraprofessional work in a variety of personnel program areas including recruitment and selection, classification and compensation, employee relations, personnel records maintenance, workers compensation and benefits and salary administration. Work is performed under general supervision of the Human Resources Manager.

**TYPICAL TASKS: (Examples Only)**

- Responsible for daily administrative operations in the Human Resources Office; serves as first point of contact for human resources inquiries.
- Assists in recruitment activities by preparing all written correspondence required during recruitment procedures: reviewing, screening and tracking employment applications and related documents; entering and maintaining applicant data and databases; schedules interviews and pre-employment screenings.
- Provides technical assistance to employees on a variety of benefit matters: reviews and completes all benefit enrollment transactions: enrolls employees in the Authority's retirement program and other insurance programs; answers questions regarding benefits programs.

- Reviews and verifies employee information processed by automated human resources information systems (HRIS); ensuring data integrity with the processing and reporting of human resources data.
- Assists with the coordination and administration of leave of absence and long term disability programs; Administers Authority's Family and Medical Leave Act (FMLA): sending initial correspondence to employee and coordination with Payroll; monitors employees return to work status reports.
- Coordinates COBRA continuation benefits coverage through counseling, records management and premium payment processing for previous employees.
- Responsible for balancing and reconciling monthly billing statements for all employee medical insurance premiums: audits various benefit billings for accuracy; researches and reconciles errors; and processes bills for payment.
- Assists in conducting surveys of compensation, benefits, personnel policies and practices; responds to requests for such information from other agencies.
- Maintains confidentiality of records and information regarding Authority employees including personnel files, medical files, workers' compensation files, etc.
- Responds to questions and provides factual information and interprets policies and procedures to Authority staff, representatives of other agencies and the public.
- Collects and summarizes information, prepares written reports and recommendations and provides various technical support in personnel areas.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of principles and practices of human resources management and public personnel administration, benefits administration and recruitment and selection.

Considerable knowledge of Federal, State and local guidelines and laws governing public employment, including EEO, ADA, FLSA, FMLA, HIPAA and COBRA.

Considerable knowledge of current employee benefits program practices and laws.

Considerable knowledge in operation of personal and on-line computer systems; utilizing a variety of software applications including, human resources information systems, word processing and spreadsheet applications.

Some knowledge of all Authority programs.

Ability to make recommendations regarding human resources activities, procedures, policies and processes.

Ability to meet and communicate effectively with Authority officials, other agencies and the general public with tact and diplomacy.

Ability to organize and prioritize work assignments and to accurately prepare paperwork and enter information into the computer system.

Ability to maintain complex records and prepare detailed reports.

Ability to make decisions in accordance with established procedures and policy and answer most inquiries independently.

Ability to generate computerized reports.

Ability to establish and maintain effective working relationships with employees, Authority officials and associates.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to an associate's degree from an accredited

community college or business college with major course work in human resources, business administration or a related field and a minimum of three years experience in Human Resources required. Experience in benefits administration and public sector Human Resources desired.

**WORKING CONDITIONS:**

**Physical Activity**

Sedentary work with occasional exertion of up to 10 pounds of force and/or frequent or constant exertion of a negligible amount of force to lift, carry, push, pull or otherwise move objects.

Requires frequent sitting.

Requires repetitive motion and/or level of manual dexterity sufficient to operate typewriter, computer keyboard, telephone, facsimile machine, calculator and other office equipment.

**Sensory Requirements**

Visual acuity is required to prepare and analyze written or computer data, operation of office equipment, and to observe general surroundings and activities

**Environmental Conditions**

None: The worker is not substantially exposed to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and the ability to maintain insurability under the vehicle insurance policy of the Authority is required.