



## **HUMAN RESOURCES TECHNICIAN**

City of Malibu, California

Salary Range: \$64,845 - \$84,609 annually (plus excellent benefits)

Full-time Permanent Position (subject to probation)

The Human Resources Technician performs a variety of technical and administrative activities in support of the City's Human Resources function. Performs routine and moderately complex human resources duties; assists in the administration of recruiting and testing; and performs general clerical support duties related to new employee processing and orientation. The Human Resources Technician will assist the Human Resources Manager and Human Resources Analyst with confidential work required to administer human resources programs, including recruitment, classification, affirmative action compliance, compensation, human resources information systems and employee relations.

**Ideal Candidate:** The ideal candidate will have general knowledge of public personnel administration; principles and practices of human resource management and administration; working knowledge of personnel functions such as recruitment and selection, test development, training, classification, salary, and benefit programs; research and analysis methods and techniques. The Human Resources Technician will have the ability to stay organized and prioritize multiple tasks and meet deadlines; have excellent communication skills, both verbal and written; ability to cross-train on other tasks and work as part of a team environment. Must have experience operating online applicant management systems, and proficiency in MS Office applications as well as the ability to learn software and database programs. The ideal candidate will be highly organized and will display a calm demeanor and be able to communicate with diplomacy and tact.

**Minimum Qualifications Required:** Equivalent to graduation from high school supplemented by college level coursework in human resources, business, public administration, or a closely related field. Certificate in Human Resources Management is desirable; at least three (3) years of progressively responsible experience performing technical administrative human resources support. Must possess a valid California class C driver license.

Applicants must submit a completed online City Employment Application and Resume. Applications will be accepted on a continuous basis until the position is filled. Resumes will not be accepted in lieu of a City Employment Application. Visit [MalibuCity.org/jobs](http://MalibuCity.org/jobs) for more information about this position, benefits, and to apply online. EOE/ADA

Application Deadline: Open Until Filled