



# Town of Moraga

## Administrative Services Technician

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Revised: September 2024**

### **DEFINITION:**

The Administrative Services Technician is a journey level position in which the employee will be assigned a full scope of duties. Required activities of the position include preparing payroll; assisting with the administration of benefits; reviewing and editing reports; coordinating recruitments; assisting with the development of policies and maintenance of records; administering insurance claims; providing internal and external customer service; and other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Services Technician performs a variety of technical activities in support of the Administrative Services Department. Functions of the department include finance, human resources, information technology, and risk management.

### **SUPERVISION RECEIVED/EXERCISED:**

This position receives general supervision from the Administrative Services Director. Incumbents in this class do not routinely exercise supervision over other staff.

### **ESSENTIAL FUNCTIONS:**

*Duties may include, but are not limited to, the following:*

- Processes and distributes payroll including verification of timecards, personnel change orders, vacation and sick leave.
- Receives, researches and responds to questions from employees and supervisors and researches issues related to payroll, leave balances, and deductions.
- Prepares supporting payroll reports and payments to various taxing, financial, insurance, and retirement organizations.
- Prepare agendas and minutes for the Town's Audit and Finance Committee.
- Serve as a Department's livestream operator for the Town's Audit and Finance Committee.
- Performs a variety of general office support work including assisting with budget document preparation, organizing and maintaining files, preparing correspondence, reports and forms, proofreading for accuracy and compliance with departmental policies and regulations.

- Receives, researches and responds to inquiries from the public and employees regarding recruitment, salary and benefit information, policies and procedures, employment verification and other human resource issues.
- Assists in the recruitment process; develops and posts job announcements; reviews and screens applications; works with departments to develop and administer selection tools.
- Provides new employee orientation, ensures completion of required paperwork; responds to questions regarding benefits and Town policies and procedures.
- Assists in the administration of Town benefits including the Town's open enrollment process, making changes to employees' benefits, and receiving and responding to questions regarding benefits.
- Prepares correspondence to employees regarding health plan changes/premiums and provides ongoing assistance regarding benefit changes.
- Researches and compiles compensation and benefit studies at management's request.
- Assists in the preparation of documents for labor negotiations as requested.
- Supports Risk Management functions by ensuring vendor compliance with Town insurance requirements and the facilitation of workers' compensation and other insurance claims.
- Prepares separation packages for employees.
- Administers and monitors the COBRA benefit program.
- Organizes employee wellness activities.
- Establishes positive working relationships with the public, representatives of community organizations, state/local agencies, Town management and staff.
- Performs other related duties as required that are not specifically listed in the job description but are within the general responsibility level associated with this class.

#### **PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:**

**Physical:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

**Mental:** While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

#### **QUALIFICATIONS:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. Generally, this will require:

**Education:** Sixty (60) units of college level coursework in human resources, accounting, or related area. A Bachelor's degree with coursework in human resources, accounting, or a related field is desirable.

**Experience:** Four (4) years of technical experience in a human resources or finance environment, preferably in a public agency.

**License/Certificate:** Possession of a valid Class C California driver's license and a satisfactory driving and criminal record are conditions of initial and continued employment.

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

- Basic principles and practices of human resources administration, including recruitment and benefit administration.
- Basic functions and structure of a municipal organization.
- Principles and practices of payroll and financial record keeping, report writing, and basic governmental accounting.
- Basic mathematics.
- Proper English, spelling and grammar.
- Principles and practices of routine analytical techniques.
- Applicable federal, state and local laws, codes and regulations, including those dealing with confidentiality.
- Microsoft Office (Word, Excel and PowerPoint) and financial software programs.
- Standard office procedures, practices and equipment.
- Methods and techniques for record keeping and report preparation and writing.
- Principles and practices of customer service.
- Occupational hazards and standard safety practices.

### **Ability to:**

- Perform technical work involving financial, statistical and human resources support.
- Research, compile and analyze a variety of technical and financial data and keep accurate data.
- Organize and prioritize work, coordinate multiple activities, and meet critical deadlines.
- Interpret, apply and explain a variety of rules, policies and procedures.
- Perform mathematical calculations quickly and accurately.
- Read, interpret and record data accurately.
- Work independently and make sound decisions within established guidelines.
- Establish and maintain effective working relationships as part of a close-knit team.
- Make sound decisions within established guidelines.
- Maintain confidentiality of a wide range of sensitive information.
- Analyze payroll and benefit issues.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.

***\*The employer will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.\****