Job Description

Position:	Human Resources Technician	FLSA Status:	Non-Exempt
Department:	Human Resources	FTE:	Full Time
Reports to:	Director of Human Resources	Revised:	November 2025

DEFINITION:
The Human Resources Technician plays a key role in supporting ReGen Monterey's human resources functions and advancing ReGen's commitment to both employee well-being and operational excellence. Under general supervision, the incumbent performs a variety of specialized and complex administrative and technical activities in support of human resources operations. Areas of assignment include talent acquisition, onboarding, leaves of absence coordination, benefits coordination, employee relations and human resources information system (HRIS) management. The incumbent serves as ReGen's recruiter, benefits and leaves specialist, and HRIS subject matter expert.

DISTINGUISHING CHARACTERISTICS:
The Human Resources Technician is an advanced paraprofessional (HR Generalist) classification responsible for performing a wide range of technical and administrative human resources functions requiring significant independent judgment, analytical skills, and discretion. Incumbents are responsible for coordinating recruitment processes, administering employee benefits and leave programs, maintaining and training users on the HRIS, and ensuring compliance with applicable laws, regulations, and District policies.

This classification is distinguished from lower-level human resources positions by the complexity of assigned duties and the level of independence exercised in developing and improving human resources processes and procedures. Incumbents at this level may perform the full range of duties assigned to subordinate HR classifications as needed and serve as mentors to other HR staff.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Administers full-cycle recruitment and selection processes, including preparing job postings, screening applications, coordinating interviews, and communicating with candidates.
- Coordinates onboarding and orientation for new employees; prepares offer letters and new hire documentation.
- Serves as the primary contact for employee benefits administration; processes enrollments, changes, and terminations; assists employees with questions and benefit enrollments.
- Coordinates and tracks employee leaves of absence; ensures compliance with FMLA, CFRA, and other applicable leave laws; maintains accurate documentation and communication with employees and supervisors; assists employees with STD/SDI application process and coordinates payroll and disability benefits integration and continuation of benefits; monitors time off approvals.
- Maintains and updates the Human Resources Information System (HRIS); trains staff in system use and generates reports as requested.
- Maintains confidential personnel files and records in compliance with legal and policy requirements.
- Prepares a variety of correspondence, reports, forms, and spreadsheets related to recruitment, benefits, classification, and other HR functions.
- Assists in the development and implementation of HR policies, procedures, and forms; recommends improvements to enhance efficiency and compliance.

- Coordinates and completes benefits enrollment and change processes for eligible employees with various benefit providers; completes monthly benefits reconciliation and audits.
- Advises and supports managers with employee relations matters and adherence to human resources policies and procedures. Drafts disciplinary documentation and maintains confidential information.
- Processes monthly pay step review and pay increases.
- All ReGen positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees.
- Adhere to an assigned work schedule and meet ReGen's attendance standards.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of:

- Principles and practices of human resources administration, including recruitment, selection, and benefits coordination.
- Federal and state employment laws and regulations, including FMLA, CFRA, ADA, FLSA, ACA, etc.
- Principles and practices of leaves management and administration.
- HRIS and recordkeeping systems; methods of data entry, retrieval, and reporting.
- Business correspondence, report writing, and recordkeeping techniques.
- Basic principles of public administration, confidentiality, and customer service.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Perform complex technical and administrative duties in support of human resources functions.
- Interpret and apply laws, regulations, policies, and procedures related to human resources administration.
- Administer recruitment, onboarding, and benefits processes accurately and efficiently.
- Coordinate and track leaves of absence in compliance with applicable laws and policies.
- Maintain confidentiality and handle sensitive information with discretion.
- Prepare clear and accurate correspondence, reports, and spreadsheets.
- Analyze data, identify issues, and recommend procedural improvements.
- Operate and maintain HRIS and other related databases; generate and interpret reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with employees, management, and external contacts.
- Organize and prioritize work to meet deadlines with minimal supervision.

EDUCATION, CERTIFICATIONS AND EXPERIENCE:

Any combination of education, training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- **Education**: Equivalent to completion of an associate degree from an accredited college or university with major coursework in human resources management, business administration, public administration, or a closely related field.
- **Licenses and Certifications:** Certification in Human Resources (e.g., PHR, SHRM-CP) is desirable. Possession of a valid California Class C driver's license and a satisfactory driving record.

- **Experience:** Minimum of five (5) years of increasingly responsible administrative or technical experience in human resources talent acquisition, leaves administration, benefits administration and advanced-level HRIS management experience. Substitution: Additional qualifying experience may substitute for the required education on a year-for-year basis.
- **Other Requirements:** Bilingual in English/Spanish preferred.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Environment: Work is performed primarily in a standard office environment with moderate noise levels and controlled temperature conditions. The position requires frequent interaction with staff and the public and may involve interruptions and multiple concurrent priorities. Occasional exposure to outdoor environments when required to walk to buildings on site in outside weather conditions and is subject to hot and cold temperatures, moderate exposure to foul odors, dirt, dust and uneven, muddy walking surfaces. Occasional travel to off-site conferences, training, or recruitment events may be required.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Sit for extended periods while operating a computer and other office equipment.
- Stand, walk, bend, stoop, kneel, or reach occasionally to retrieve and file documents and walk to buildings around site.
- Lift, carry, and push/pull objects up to 25 pounds as needed.
- Use repetitive hand and finger motion to operate computer keyboard, mouse, and other office equipment.
- See and read printed materials and computer screens and have visual acuity to review and prepare written documentation.
- Hear and speak to communicate in person and over the phone.

Other Requirements: Maintain the confidentiality of information and records in accordance with legal and ethical standards. Work occasional overtime hours to meet deadlines, as required. Work well under pressure; communicate effectively in both written and verbal form.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description, and I understand the requirements of this position.

Employee Name (Print) _____ Date _____

Employee Signature _____