

# Missouri Department of Transportation

Code: R01029

Title: Human Resources Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

**Effective Date** 01-01-2014

**Replaces (Effective Date)** 08-01-2005

**General Summary** The human resources technician provides routine administrative and paraprofessional support in human resources related functions, including resolving routine issues and questions with a moderate degree of independence. Complex questions and nonstandard issues are referred to the appropriate personnel. Responsibilities are performed under moderate supervision.

**Minimum/Required Qualifications** High School Diploma or GED/HiSET  
Two years of advanced (beyond entry-level) clerical experience in human resources or related positions.

**Supervisory Responsibilities** None

**Location** Central and District Offices - Human Resources, Equal Opportunity

## Special Working Conditions/Job Characteristics

## Examples of Work

- (1) Inputs personnel transactions in computer system, such as new hires, promotions, transfers, retirements, resignations, and releases.
- (2) Maintains applications and employee files; processes forms and researches employee files to document, record, and/or verify various human resources activities and transactions.
- (3) Prepares reports to monitor activities and ensure compliance with required state and federal programs.
- (4) Tracks and schedules new employees for orientation and training; schedules drug tests and physical examinations for external hires and applicable internal promotions/demotions/transfers.
- (5) Gathers data to complete surveys and responds to inquiries related to employment activities, salary administration, and other human resources activities.
- (6) Prescreens applications for vacancies; maintains applicant information, documents, and qualifications.
- (7) Conducts research related to personnel policies, salary administration, employment activities, training programs, assessment programs, and external civil rights programs.

- (8) Maintains training administration database.
- (9) Coordinates training class scheduling and registration activities; gathers, processes, and prepares summary reports of data received from training evaluations; assembles manuals for training classes; designs and prints class completion certificates.
- (10) Uses computer to develop and update spreadsheets and database reports.
- (11) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**