

MARSHALL MUNICIPAL UTILITIES

PEOPLE, RISK & OUTREACH DEPARTMENT

JOB DESCRIPTION

Written 10/25

TITLE: HR & Outreach Technician I

CLASSIFICATION: Nonexempt

PAY RANGE: 7

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty during emergencies, for meetings and events, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Assists People, Risk & Outreach (PRO) Director with day-to-day human resources and public outreach functions. Performs responsible duties related to payroll processing in the absence of the Payroll Specialist. Work includes payroll processes, data management within payroll and human resources management systems, and support of internal and external outreach activities for all MMU departments. Handles confidential matters.

This job requires the following education and/or experience:

- (1) High School graduate or equivalent.
- (2) Three years' experience in an office environment with some payroll or human resources experience preferred

This job requires the following,

- (1) at the time of hire:
 - a. Telephone (landline at residence or cellular)
 - b. Valid Missouri Class F Driver's License
 - c. Knowledge of Windows based software including Excel and Word
 - d. Ability to operate office machines
 - e. Some knowledge of employment related laws and regulations including:
FMLA, FLSA, ADA, HIPAA, COBRA, and workers' compensation
- (2) obtained on the job:
 - a. Some knowledge of DOT drug and alcohol rules and regulations

PRIMARY DUTIES OF JOB: Assists with various human resources programs including, but not limited to, recruitment and onboarding, employment screening and background checks, personnel records maintenance, benefits administration, workers' compensation, drug and alcohol testing, and employee training, development, and recognition. Assumes duties of the Payroll Specialist when needed, including maintaining and processing payroll records and functions, entering and managing data in human resource management systems, and ensuring compliance with applicable policies and procedures. Supports and participates in internal and external (public) outreach efforts on behalf of MMU, including community events and employee recognition efforts. Learns and progressively assumes more responsibility in areas such as HR software systems, benefits administration, training programs, employee relations and public outreach.

SECONDARY DUTIES OF JOB: May assist with social media or website updates under supervision. May assume other duties as assigned.

To do this job you must be able to:

- Maintain strict confidentiality of information
- Type accurately using equipment such as computer keyboards
- Apply basic math skills such as averages, greater than, less than
- Perform math calculations accurately
- Comprehend effects of changes made in and to systems
- Read, write and understand material written in English
- Communicate effectively, in English, verbally in person and by telephone/radio
- Operate personal computer; involves extensive work with payroll and HRM software, word processing and spreadsheets
- Operate, understand and manipulate computer files
- Understand and follow oral and written instructions
- Visually obtain accurate data from various written material
- Work safely alone and with others in a compatible manner
- Function with rapport regarding suppliers, contractors, the general public, employees of MMU and management

PHYSICAL DEMANDS: Lift 20 pounds.

ENVIRONMENTAL CONDITIONS: Normally an office environment. May be subjected to weather conditions.

SUPERVISION RECEIVED: Works under the general or direct supervision of the People, Risk & Outreach Director or others as assigned.

SUPERVISION GIVEN: None normally; may oversee others during special assignments. May assist in or be responsible for the training of personnel in apprentice position as assigned by the People, Risk & Outreach Director.

MARSHALL MUNICIPAL UTILITIES

PEOPLE, RISK & OUTREACH DEPARTMENT

JOB DESCRIPTION

Written 10/25

TITLE: HR & Outreach Technician II

CLASSIFICATION: Nonexempt

PAY RANGE: 10

JOB LOCATION: 75 E. Morgan, Marshall, MO

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty during emergencies, for meetings and events, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Assists People, Risk & Outreach (PRO) Director with a variety of general and specialized human resources and public outreach functions. Performs responsible duties related to payroll processing in the absence of the Payroll Specialist. Work includes payroll processes, data management within payroll and human resources management systems, and support of internal and external outreach activities for all MMU departments. Handles confidential matters.

This job requires the following education and/or experience:

- (1) High School graduate or equivalent.
- (2) Three years' experience in an office environment with some payroll or human resources experience

This job requires the following,

- (1) at the time of hire:
 - a. Telephone (landline at residence or cellular)
 - b. Valid Missouri Class F Driver's License
 - c. Knowledge of Windows based software including Excel and Word
 - d. Ability to operate office machines
 - e. General knowledge of employment related laws and regulations including:
FMLA, FLSA, ADA, HIPAA, COBRA, and workers' compensation
- (2) obtained on the job:
 - a. Knowledge of DOT drug and alcohol rules and regulations
 - b. Human resources certification encouraged, e.g., SHRM, HRCI or PSHRA

PRIMARY DUTIES OF JOB: Under minimum supervision, performs a variety of responsible tasks related to human resources programs including, but not limited to, recruitment and onboarding, employment screening and background checks, personnel records maintenance, benefits administration, workers' compensation, drug and alcohol testing, and employee training, development, and recognition. Assumes duties of the Payroll Specialist when needed, including maintaining and processing payroll records and functions, entering and managing data in human resource management systems, and ensuring compliance with applicable policies and procedures. Supports and participates in internal and external (public) outreach efforts on behalf of MMU, including community events and employee recognition efforts. Learns and progressively assumes more responsibility in areas such as HR software

systems, benefits administration, training programs, employee relations and public outreach.

SECONDARY DUTIES OF JOB: May assist with social media or website updates under supervision. May assume other duties as assigned.

To do this job you must be able to:

- Maintain strict confidentiality of information
- Type accurately using equipment such as computer keyboards
- Apply basic math skills such as averages, greater than, less than
- Perform math calculations accurately
- Comprehend effects of changes made in and to systems
- Read, write and understand material written in English
- Communicate effectively, in English, verbally in person and by telephone/radio
- Operate personal computer; involves extensive work with payroll and HRM software, word processing and spreadsheets
- Operate, understand and manipulate computer files
- Understand and follow oral and written instructions
- Visually obtain accurate data from various written material
- Work safely alone and with others in a compatible manner
- Function with rapport regarding suppliers, contractors, the general public, employees of MMU and management

PHYSICAL DEMANDS: Lift 20 pounds.

ENVIRONMENTAL CONDITIONS: Normally an office environment. May be subjected to weather conditions.

SUPERVISION RECEIVED: Works under the general or direct supervision of the People, Risk & Outreach Director or others as assigned.

SUPERVISION GIVEN: None normally; may oversee others during special assignments. May assist in or be responsible for the training of personnel in apprentice position as assigned by the People, Risk & Outreach Director.