

# HUMAN RESOURCES TECHNICIAN JOB ANNOUNCEMENT



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# Mason Community Profile

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The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private schools that educate

about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The city is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

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## Government in the City of Mason

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Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens'

needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

# Human Resources Technician

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

## Candidate Qualifications Profile

**Hiring Range:** \$62,109 - \$75,493.63  
**Classification:** Classified  
**Reports To:** Human Resources Director  
**FLSA:** Exempt  
**Posted:** April 16, 2024  
**Department:** Administration  
**Status:** Full-Time

### General Statement of Duties and Distinguishing Features of Class

Assists with employee programs of the Human Resources Department, such as employee-related programs, recruitment, training, benefits administration, classification and pay, testing, EEO, union-related activities, Wellness program and various special projects. The incumbent performs technical and professional work. Supervision is received from the Human Resources Director or his/her designee. This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

### Examples of Work (Illustrative Only)

- General Clerical Duties for the Human Resources
- Personnel file management, filing, maintaining office storage and activities;
- Cooperates, collaborates and communicates with other on tasks and assignments;
- Records Retention advocate for Human Resources and other departments as assigned;
- Research to support specific issues (performance measures, compensation, collective bargaining issues, etc.) – involving contact with other resources, including municipalities;
- Work with Classified and Unclassified employee status;
- Assist with federal, state and local reporting requirements (i.e., EEOC, BWC, etc.);
- Composing documents and performing data entry;
- Assist with training;
- Establishes and maintains an information system database, tracking employee related information;
- Instrumental in the creation of informational and educational publications;
- Continuous contact with employees;
- Work on BWC related situations;
- Keep confidential information;
- Coordinate forums, special events, and other city functions;
- Assist employees and department heads with questions;
- Assist with an employee recognition program;
- Assist with employee communication and publications;

- Actively participates in committee and events as assigned;
- Interviews, screens, and refers applicants for employment or for volunteer placement;
- Assists in conducting the orientation program for new employees;
- Assists in training of new employees on HRIS and Payroll system;
- Recruits, advertises, markets and promotes City positions;
- Developing job descriptions;
- Writes advertisements for job postings;
- Assists with reference checks of applicants for positions;
- Maintains statistical records of related departmental operations and activities and prepares periodic and special reports;
- Assists in the vendor contracting and monitoring process to provide employees;
- Arranges for facilities and supplies needs or events as needed;
- Develops slide shows, presentations, podcasts, publications and informational packets as needed to explain, advertise, and market Human Resources programs and events;

### Skills, Knowledge, and Abilities: The following is preferred

- Knowledge of the subject area to which assigned;
- Must be a team player, maintain good working relationships with employees and the public able to communicate effectively, both orally and in writing;
- Ability to analyze data and to prepare specialized and detailed reports;
- Must establish and;
- Good public speaking and oral presentation skills desired;
- Creativity and the ability to express ideas;
- Experience in human resources related issues;
- Advanced knowledge of Microsoft Office software programs;
- Detail-oriented and ability to multi-task required;
- High level of computer proficiency, working knowledge and experience of databases, spreadsheet, desktop publishing, presentation and word processing programs/software; and
- Demonstrable knowledge of technical and business writing;
- Willing to work evenings or weekends if needed.

### Minimum Education, Experience, and Requirements

- Possession of an associate or bachelor degree, preferably in human resources or a related field;
- OR, experience related to the duties of the position may substitute for the education on an equivalent-time basis;
- OR, any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

### Physical Requirements:

- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature
- Communicate professionally in person, in writing, and other mediums;

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# Candidate Qualifications Profile (Continued)

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- Proficient on computers and software programs.
- Able to sit for extended periods of time working on computer, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear a variety of ring tones, telephones and cell phones, etc. with or without reasonable accommodation. Must be willing to answer City phones when needed;
- Manual dexterity to perform clerical tasks such as filing, keyboarding, assembly of information, etc.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

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## City Mission Statement

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We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

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## Benefits Profile

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- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is \$85/month single, \$170/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of \$3,100 or \$4,500 for \$100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.

- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

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# Application Requirements

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Applications for this position must be filled out online by visiting [imaginemason.org](http://imaginemason.org) and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Please Apply Online

[imaginemason.org](http://imaginemason.org)

*Equal Opportunity Employer  
Women, Minorities, and Others are Encouraged to Apply*

