



Town of Prescott Valley

Invites you to apply for the position of

Human Resources Technician

THE POSITION

This Human Resources (HR) department is seeking temporary assistance in the administration of the Town's Risk Management program. This one-year assignment will afford you full time hours and benefits to provide administrative support to staff in the areas of risk coordination, loss control, safety, and personnel management.

The Town's HR team provides personnel services to the general public and more than 500 Town employees and volunteers with a commitment to excellence; delivered in a fun, engaged and professional manner. If you are looking to gain experience in Human Resources, interested in a temporary commitment, and have a passion to serve others in a team-oriented environment we encourage you to apply!

In this position you will:

- Review all accident and injury incident reports; prepare and maintain detailed incident and activity files; process invoices, insurance claims and expenditures for payment.
- Assist the HR Manager/Assistant Town Manager in the development, maintenance, and implementation of the Town's safety and loss control program with written policies, practices, and procedures.
- Support department managers to coordinate specialized and general safety training courses; serve as a technical safety resource on the Town-wide Safety Committee and assist staff in resolving safety concerns.
- Participate in delivering New Employee Orientation safety training and emergency evacuation procedures, and maintain related training records.
- Perform customer service activities over the telephone, by mail and/or in-person with both internal and external patrons visiting the HR office.
- Overall provide general administrative tasks and backup to recruitment, benefits, wellness and other HR duties as assigned.

One Year Full-time Temporary Assignment

Need to have/be:

- Any combined education or experience that provides the ability to support and maintain a comprehensive safety program and administration of property and injury insurance claims.
- Higher education course work in Human Resource Management, Risk Management, Occupational Safety and Health, public or business administration, with three years related experience preferred.
- Understanding of and ability to research, apply and maintain Town protocols in compliance with OSHA, CDC and other federal, state and local health and safety regulations.
- Strong computer skills in MS Office including Outlook, Excel, Word, and PowerPoint to communicate information in a concise and informative manner.
- Detail oriented to maintain administrative duties, recordkeeping and expenditures within allocated budgets.
- Energetic, self-motivated and dedicated to provide a high level of service to a diverse customer base. A team player with high emotional intelligence, willing to put team needs above self.
- The successful candidate must have the ability to pass a pre-employment drug screening and an extensive background investigation.

Compensation:

The salary is \$20.74 per hour and the assignment is anticipated to end by November 2021. The Town provides a full range of benefits including paid vacation, holiday pay and no-cost to you health, dental and vision coverage.

Application, Resume and Cover Letter

Due by: 10/15/2020 @ 5:00pm

Apply online: pvaz.net

Prescott Valley's Community



Prescott Valley is located approximately 87 miles north-west of Phoenix in beautiful central Arizona, Prescott Valley's high desert elevation of 5,100 feet affords four seasons with mild temperatures year-round. Prescott Valley is a well-established community nestled between the Mingus and Bradshaw Mountain Ranges. The Town has a small hometown appeal. Neighboring communities boast a quad-city population of approximately 100,000 with all the culture and amenities of a larger metropolitan area.

As one of the fastest growing communities in the state of Arizona, Prescott Valley is the largest community in Yavapai County with approximately 50,000 residents.

The Town's downtown area is anchored by a 5,000 seat event center that hosts concerts and a variety of family shows. A carefully created General Plan serves to protect the quality of

life that has been the reason that many have moved to Prescott Valley.

The Town has an excellent K-12 school system, local access to higher education, considerable commercial shopping and restaurants, immediate access to several recreational venues and beautiful surroundings. Prescott Valley's community lifestyle is enjoyed by those who love a more relaxed pace of life, yet who also appreciate being part of an evolving and vibrant community.

Town Government

The Town of Prescott Valley was founded in 1966 and was incorporated in 1978 with 1,500 residents.

The Town of Prescott Valley's mission is to inspire and sustain a dynamic, innovative, and prosperous community through the combined talents of our citizenry. The Town government believes that its greatest resource is its employees and volunteers due to

their level of commitment and skills in serving the community with quality public services.

The Town government consists of 268.8 FTE employees located in twelve departments operating under a stable and supportive Town Manager-Town Council form of government. The Town government prides itself on its team-oriented work environment. The Town government organization culture is one of service and stewardship, with a focus on professionalism, positive outcomes, and respect for all.

The total Town budget for FY 2020-21 is \$119.67M with a conservative cash reserve of \$22.4M. The majority of Town revenues derive from intergovernmental transfers, utility fees and charges and sales taxes/franchise fees. The total General Fund budget for FY 2020-21 is \$39.8M.

TO APPLY:

If interested in learning more about this opportunity, including position requirements, benefits and to apply online please visit our website at www.pvaz.net. The Town of Prescott Valley is an Equal Opportunity Employer.

