

HUMAN RESOURCES PROJECTS ASSISTANT I*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized personnel and human resources work of a moderately complex nature primarily involving the responsibility for facilitating and integrating various phases of special projects and/or providing specialized clerical support for personnel and human resources related functions and projects. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Integrates and acts as liaison for a variety of short-term and ongoing projects and functions;
Assists in completion of special assignments by gathering information, organizing project activities, preparing charts, lists and reports, creation of project plans and timelines, responding to verbal and written requests, working with cross functional departments, etc.;

Collects and utilizes data for the completion of functions and projects;
Assists with the documentation of each phase of the project, as well as making summary reports that will be presented to the organization's management team;

May establish and maintain personnel files and records;
May prepare correspondence, forms, etc., as assigned;
May process transactions and assist with a variety of personnel/human resources related matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of basic principles and practices as they pertain to project management; working knowledge of New York State Civil Service practices and procedures**; working knowledge of organizing and coordinating projects and data; working knowledge of maintaining files and records; ability to understand and interpret basic written material; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to use computer software and applications in the completion of assignments.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and four (4) years of experience that substantially involved coordinating phases of projects or programs, two (2) years of which must have included personnel/human resources related projects; or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) may be substituted for two (2) years of the required general experience.

*This reflects a retitling of Personnel Projects Assistant I.

**To be demonstrated during the probationary period.