

## **HUMAN RESOURCES PROJECTS ASSISTANT II\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized personnel and human resources work of a complex nature that involves responsibility for facilitating and integrating various phases of projects and/or for providing support for personnel and human resources related functions and projects. This title is distinguished from that of the Human Resources Projects Assistant I in the level of independent judgment exercised and the complexity and diversity of assignments. The work is performed under the 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 information for project completion by ensuring timelines are met, adhering to deadlines, researching and reviewing information, organizing procedures and processes, etc.;

Creates and reviews compiled data for the utilization of ongoing projects and functions;

Gathers, organizes, evaluates, and updates information;

Completes special projects, as assigned, regarding human resources initiatives, and provides information regarding same;

Acts as liaison to other departments regarding special projects, as assigned;

Prepares a variety of documents, correspondence, and reports in accordance with established policies and procedures;

Responds to in-person and telephone inquiries by providing information and referring callers, as appropriate;

Integrates procedures and establishes and maintains files, records and informational materials regarding same;

Processes transactions and assists with a variety of personnel/human resources related matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles and practices as they pertain to project management and ability to apply project management principles to a personnel/human resources environment; good knowledge of New York State Civil Service practices and procedures\*\*;

good knowledge of coordinating and facilitating projects and data; good knowledge of maintaining files and records; ability to understand and interpret 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 five (5) years of experience that substantially involved coordinating phases of projects or programs, three (3) 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) or higher and three (3) 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.

**NOTE:** Additional years of the required experience may be substituted for the Associate's degree on a year-for-year basis.

(over)

**PROMOTION:** Two (2) years of permanent status as a Human Resources Projects Assistant I.

\*This reflects a retitling of Personnel Projects Assistant II.

\*\*To be demonstrated during the probationary period.

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Competitive