

HUMAN RESOURCES PROJECTS ASSISTANT III*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized personnel and human resources work involving responsibility for overseeing the completion of projects and/or for providing support for personnel and human resources related functions and projects. This title is distinguished from that of a Human Resources Projects Assistant II in the level of responsibility and independent judgment exercised and in the complexity of assignments. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the completion of a variety of ongoing projects from start to completion by ensuring deadlines are met, reviewing information, providing recommendations to management staff, etc.;

Makes decisions in handling all aspects of project management including administrative, professional, and technical duties;

Manages and reviews personnel/human resources projects and activities in support of professional and/or technical functions, organizes information and prepares related correspondence, as necessary;

Provides information to employees concerning a variety of personnel/human resources related areas;

Processes documents in accordance with established policies and ensures compliance with personnel and human resources policies;

Uses computer applications or other automated systems in performing work assignments;

Reviews and implements new processes and procedures for improvement on a continuous basis;

Provides work direction and coordinates the activities of employees;

May conduct and/or coordinate specialized training, as needed;

May perform professional personnel work, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

thorough knowledge of coordinating and overseeing all aspects of projects and data; 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 provide work guidance to staff; ability to use computer software and applications in the completion of assignments.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and three (3) years of experience that substantially involved coordinating phases of personnel/human resources related projects or programs; or
2. A Master's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and one (1) year of experience that substantially involved coordinating phases of personnel/human resources related projects or programs.

NOTE: Additional years of the required experience may be substituted for college on a year-for year basis.

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

*This reflects a retitling of Personnel Projects Assistant III.

**To be demonstrated during the probationary period.