

HUMAN RESOURCES SPECIALIST*

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and technical work of a difficult nature that involves responsibility for the oversight and coordination of policies and practices regarding local (County, towns, villages, etc.) administration of New York State Civil Service Law and a variety of personnel and human resources functions in the Rockland County Department of Personnel. General direction is received from the Commissioner of Personnel and supervision is provided to technical, professional, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interprets the New York State Civil Service Law and the Rockland County Civil Service Rules and provides guidance to County departments and/or local jurisdictions regarding same;

Develops procedures and processes to ensure the effective administration of the New York State Civil Service Law;

Oversees the dissemination of information and responds to inquiries from appointing authorities, elected officials, applicants, employees, and the public and resolves problems, as needed;

Conducts and/or oversees human resources related special projects, as assigned (e.g., job analysis questionnaires, surveys, Civil Service Rules change, annual report, etc.);

Acts as liaison to elected officials, appointing authorities, as needed in order to provide guidance and information and resolve problems;

Acts as liaison to the New York State Department of Civil Service regarding mandated functions (e.g., exam scope reviews, 211 waiver requests, scheduling and administration of competitive and non-competitive examinations);

Supervises and directs staff assigned to human resource procedures and processes, which may include civil service transactions, staffing, classifications, examinations, etc.;

Completes special projects related to New York State Civil Service Law, general government functions, and personnel/human resources matters, as assigned;

May supervise the process and procedures to schedule NYS administered and decentralized civil service examinations and manage special circumstances (i.e. alternate test dates) as necessary;

May oversee the establishment and certification of eligible lists and canvasses regarding such lists and ensure compliance with state and local civil service law and rules;

May coordinate and arrange for physical fitness, medical and psychological examinations, etc. for law enforcement titles and other titles, as appropriate, and resolve related problems, as necessary;

May oversee and participate in the processing of personnel transactions (e.g., appointments, terminations, reinstatements, civil service status changes, layoffs, etc.) in order to ensure compliance with the New York State Civil Service Law and the Rockland County Civil Service Rules;

May oversee and participate in classification procedures, including but not limited to reviewing desk audit findings and related classification information and making classification determinations;

May oversee and participate in the writing and/or the revision of job specifications in accordance with organizational objectives and procedures to accurately reflect current job duties and responsibilities;

May oversee and participate in the review and certification of payrolls in accordance with New York State Civil Service Law.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Service Law and the Rockland County Civil Service Rules, especially as they pertain to classifications, transactions, examinations, and review of candidates' qualifications**; good knowledge of professional personnel and human resources principles and practices; ability to coordinate and complete diversified human resources/personnel related projects; ability to communicate effectively, both orally and in writing; ability to establish and maintain an effective working relationship with employees at various levels of government and with the public; ability to understand and interpret complex written material (e.g. New York State Civil Service law, Rockland County Civil Service Rules, policies, manuals, guidelines); ability to manage the application of Human Resources-related software systems to Human Resources activities; ability to supervise professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and four (4) years of experience that included responsible (i.e., beyond the clerical level), technical, or professional personnel/human resource experience as a major function of the job.

NOTES:

1. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.
2. A Master's degree in Human Resources, Industrial/Organizational Psychology Public Administration, Business Administration or comparable curriculum may be substituted for one (1) year of the required experience.

*This reflects a retitling of Personnel Coordinator (Classifications and Transactions)

**To be demonstrated during the probationary period.