

HUMAN RESOURCES TECHNICIAN*

DISTINGUISHING FEATURES OF THE CLASS: This is higher-level technical/paraprofessional work involving responsibility for performing complex personnel/human resources functions in accordance with applicable laws and rules. The work involves substantial use of independent judgment, is performed under the direction 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:

Reviews and responds to information concerning a variety of personnel/human resources related issues, laws, rules and processes (e.g., benefits, retirement, payroll, policies and procedures, etc.);

Reviews personnel and salary data, examination scopes, job analysis questionnaires and provides recommendations as necessary;

Prepares documentation (e.g., resolutions for the establishment of new positions, reclassification, contracts, salary increases, etc.);

Acts as process improvement lead for various personnel/human resources procedures and/or duties, including the implementation and modification of new or existing personnel/human resources projects or systems;

Acts as liaison with vendors and/or software companies in updating and streamlining various workflow processes in a centralized automated system;

May review job classification questionnaires for completeness and analyze same to determine appropriate position classification;

May conduct position audits in order to gather specific information concerning the duties and responsibilities of various positions for classification;

May develop and revise job specifications using a variety of information, as well as resource materials, writes audit reports with recommendations for the establishment of new positions, reclassifications, etc.;

May review and evaluate applications for appointment and examination to determine if requirements and minimum qualifications are met and issues determinations therefrom;

May participate in the administration of civil service examinations, including overseeing the issuance of examination announcements, scheduling of examinations and the holding of examinations, including performance examinations;

May issue and/or process certification of eligible lists and appointments resulting from such lists;

May process requests by candidates to be reinstated to eligible lists;

May review and process payroll certifications and guide departmental payroll/personnel staff in the submission of payroll transactions and/or personnel actions to ensure compliance;

May participate in the administration of employee benefit programs, including the verification of employee insurance eligibility, the completion of enrollments, changes and terminations, invoicing, etc.;

May research problems related to human resources processes (e.g., classification, appointments, transactions, jurisdictional classifications, examination processes, labor relations, rule changes, etc.);

May participate in the annual budget process by evaluating requests for new positions or reclassification, attending meetings, providing recommendations, etc.;

May process and approve personnel/payroll forms and transactions and enter employee data into the automated personnel/payroll system.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional personnel and human resources principles, practices and administration (e.g., job analysis and position classification, selection, compensation and benefits, payroll, etc.); good knowledge of, and ability to understand, interpret and apply laws and rules applicable to personnel and human resources processes and procedures; good knowledge of the New York State Civil Service Law**; good knowledge of the techniques of job analysis and position classification; good knowledge of the process to evaluate employment qualifications; ability to understand and interpret complex written material; ability to analyze information; ability to prepare and interpret reports; ability to identify problems and develop solutions; ability to use computer software and applications; ability to provide work guidance to staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and three (3) years of responsible or paraprofessional/professional (i.e., beyond clerical level) diversified personnel/human resources experience (e.g., engaged in work consisting of two (2) or more of the following personnel/human resources functions: recruitment and talent acquisition, selection, classification, job development, compensation, employee benefits, payroll, employee training and development, employee and labor relations, performance management, compliance, HRIS management, etc.).

NOTES:

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

PROMOTION: Two (2) years of permanent status as a Personnel Assistant.

*This reflects a retitling of Personnel Technician.

**To be demonstrated during the probationary period.