PERSONNEL AND EMPLOYEE RELATIONS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized entry-level professional personnel work of a moderately complex nature involving responsibility for performing a variety of personnel functions, including employee relations, and responsibility for coordinating special projects, as assigned. The work is performed under the direction of a personnel administrator and work guidance (i.e., lead work) may be provided to clerical and paraprofessional employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Provides information regarding a variety of personnel processes and procedures (e.g. procedures related to Family and Medical Leave Act (FMLA), labor contract benefits, New York State Unemployment Insurance, New York State retirement, classification, etc.);
Collects and compiles personnel-related information, as assigned (e.g., retirement data, New York State Unemployment data, salary information, etc.);
Interviews employees to gather basic information regarding requests for American Disabilities Act (ADA) accommodations and Equal Employment Opportunity (EEO) matters pursuant to the County's policies and procedures;
Prepares letters, memoranda, and reports, as assigned;
Coordinates and completes special projects, as assigned;
Acts as liaison with other County departments, New York State agencies, etc. to exchange information and resolve problems;
May conduct desk audits in order to gather information regarding the duties and responsibilities of positions;
May perform a variety of duties related to the administration of New York State Civil Service Law (e.g., job analysis questionnaires, salary surveys, dissemination of civil service information, classification, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of professional personnel principles and practices, especially as they pertain to classification; good knowledge of Rockland County government structure*; working knowledge of New York State Civil Service Law*; good knowledge of Rockland County personnel-related policies, procedures, and programs; working knowledge of federal and New York State regulations in areas such as work-related discrimination, sexual harassment and equal employment opportunity*; ability to understand and interpret written material, especially as it pertains to laws, policies and procedures pertaining to retirement, personnel processes and procedures, etc.; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor’s degree and one (1) year of responsible technical or professional experience, or of general administrative experience that included responsibility for diversified personnel functions** as a major portion of the work.

1. A Master’s degree in Personnel Administration, Personnel Management, Labor Relations, Personnel Psychology, or comparable curriculum shall be fully qualifying.

2. Additional years of the required experience may be substituted for the Bachelor’s degree on a year-for-year basis up to four (4) years.

(over)
*To be demonstrated during the probationary period.

**Diversified personnel functions shall be defined as including several functions such as classification, labor relations, compensation and benefits, performance management, training, etc.

**NOTE:** Clerical experience in support of a personnel function shall not be qualifying.

R.C.D.P. 01.19.2018
Competitive