

PERSONNEL ADMINISTRATOR II

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional personnel work involving responsibility for overseeing diversified mandatory personnel functions and personnel programs. This title is distinguished from that of Personnel Administrator in the degree of independent judgment exercised and the complexity of assignments. The work is performed under the general direction of a higher-level administrator or manager, and supervision is provided to other staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises employees on a variety of matters including, but not limited to, New York State Civil Service Law, contract interpretation, retirement, worker's compensation, career opportunities, performance problems, general human resources issues, etc.;

Oversees the dissemination of information regarding a variety of personnel matters;

Meets with management concerning personnel matters (e.g. contract interpretation, disciplinary procedures, etc.);

Analyzes existing personnel policies and procedures and recommends new policies, procedures, work rules, etc., and oversees their implementation;

Oversees and participates in the writing of new position descriptions;

Conducts and/or oversees personnel-related special projects, as assigned;

Screens applications and interviews applicants;

Assists in a variety of technical personnel functions (e.g. classification, performance evaluation, maintenance of records, recruitment, interviewing, etc.);

Oversees and participates in the collection and analysis of wage and fringe benefit data;

Prepares a variety of reports;

May assist in the preparation of departmental budget;

May develop training programs;

May provide assistance (e.g. gather information, prepare reports, make recommendations) in support of labor negotiations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of personnel administration; thorough knowledge of the techniques of job analysis and position allocation; good knowledge of labor contracts*; good knowledge of the techniques of recruiting, training and evaluating employees; ability to understand and interpret complex written material, especially New York State Civil Service Law; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to initiate and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree that included or was supplemented by at least fifteen (15) credit hours in Public Administration, Business Administration, Personnel Psychology, or comparable curriculum, and five (5) years of technical (i.e. above the clerical level), managerial, administrative or professional personnel experience in a public employment setting, at least one year of which must have included the administration or supervision of a diversified** personnel or human resources program.

(over)

NOTES:

1. A Master's degree in Public Administration, Business Administration, Personnel Psychology, or comparable curriculum, may be substituted for one (1) year of the required general experience.
2. Additional years of the required general experience may be substituted for the college degree on a year-for-year basis, up to four (4) years.

PROMOTION: One (1) year of permanent status as a Personnel Administrator.

*To be demonstrated during the probationary period.

**Diversified shall be defined as including several personnel functions such as classification, compensation, benefits, performance evaluation, training, etc.