

PERSONNEL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional personnel work involving responsibility for overseeing diversified mandatory personnel functions and personnel programs. Responsibilities and duties vary depending on work location. The work is performed under the general supervision of a higher-level administrator and supervision may be exercised over clerical, paraprofessional and technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises employees on a variety of matters including but not limited to the application of contract provisions, routine retirement matters, worker's compensation, job opportunities and performance problems, etc.;

Supervises the activities of personnel and/or payroll staff depending on location;

Interviews job applicants and may make recommendations needed for hiring decisions;

Oversees the maintenance of a variety personnel records;

Reviews the duties of existing positions and makes effective recommendations for new or modified positions;

Reviews and applies information related to policies and procedures, memos, etc.;

Prepares a variety of reports;

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

May participate in labor contract negotiations;

May write new position descriptions;

May research, collect and analyze wage and fringe benefits data and labor contracts;

May represent the department at meetings, workshops, etc.;

May develop training programs;

May assist in the preparation of departmental budget requests;

May assist in a variety of technical personnel functions (e.g. classification, employee evaluation, maintenance of records, recruitment, interviewing, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public personnel administration; good knowledge of County and local policies and procedures regarding the classification and establishment of positions; good knowledge of labor contracts*; good knowledge of the techniques of recruiting, training and evaluating employees*; ability to understand and interpret written material, (e.g. policies, guidelines, memos, Rockland County Civil Service Rules); ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations 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**, Industrial/Organizational Psychology** or comparable curriculum and three (3) years of technical (i.e., beyond the clerical level) or professional personnel/human resources experience (e.g., employee benefits administration, labor relations, training, salary administration, performance appraisal, classification, recruitment, etc.), at least one (1) 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**, Industrial/Organizational Psychology** or comparable curriculum may be substituted for one (1) year of the required general experience above.
2. Additional years of the required general experience may be substituted for the required college degree on a year-for-year basis.
3. Any equivalent combination of the above.

*To be demonstrated during the probationary period.

**Examples of acceptable courses include job analysis, personnel recruitment and selection, performance appraisal/management, human resources/development, research design in Industrial/Organizational Psychology, etc.

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