

PERSONNEL AND EMPLOYEE RELATIONS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is professional personnel and human resources work of a moderately complex nature involving responsibility for performing a variety of personnel and human resources functions, including but not limited to, employee relations, coordinating special projects, training, benefits, etc. The work is performed under the direction of a higher-level administrator and work guidance (e.g. lead work) may be provided. 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, etc.);

Collects, researches and compiles personnel related information (e.g., retirement data, New York State Unemployment data, salary information, other benefits, etc.);

Interviews employees to gather information regarding requests for American Disabilities Act (ADA) accommodations and Equal Employment Opportunity (EEO) and other matters pursuant to the County's policies and procedures as well as federal and state laws;

Prepares EEO and other workplace issue reports with recommendations;

Assists in the administration of employee benefits, employee performance appraisals and disciplinary procedures;

Assists in the development and conduct of employee training and orientation programs;

Prepares letters, memoranda and reports;

Coordinates and completes special projects;

Reviews and implements new training processes and procedures for improvement;

Acts as liaison with other County departments, New York State and local agencies, etc. to exchange information and resolve problems;

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 desk audits, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional personnel and human resources principles and practices; good knowledge of New York State Civil Service Law*; good knowledge of Rockland County personnel and human resources related policies, procedures and programs; good knowledge of federal and New York State regulations in areas such as work-related discrimination, sexual harassment, equal employment opportunity, FMLA and employee benefit plans; good knowledge of interviewing techniques; 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:

1. An Associate's degree and three (3) years of general administrative personnel/human resources experience that included responsibility for diversified personnel/human resources functions** as a major portion of the work; or
2. A Bachelor's degree and one (1) year of general administrative personnel/human resources experience that included responsibility for diversified personnel/human resources functions** as a major portion of the work.

(over)

NOTES:

1. Clerical experience in support of a personnel function shall not be qualifying.
2. Additional years of the required experience may be substituted for college education on a year-for-year basis up to two (2) years.

*To be demonstrated during the probationary period.

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