

PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work in a human resources and personnel environment. The work consists of a wide variety of personnel and human resources related activities, many of which are performed independently. The work is performed under the direction of a higher-level administrator and work guidance (e.g. lead work) is provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides information to employees, appointing authorities and the public concerning a variety of personnel/human resources related issues and inquiries (e.g., fringe benefits, Civil Service Law, Rules, policies and procedures, etc.);
Reviews, processes and completes a variety of personnel transactions and forms;
Initiates and replies to correspondence;
Reviews applications and applicants for positions;
Reviews payrolls for certification of local jurisdictions as well as county departments and creates payroll letters detailing discrepancies in the payroll to ensure accuracy and compliance with Civil Service Law;
Compiles personnel and salary data from the automated personnel system;
Prepares a variety of reports;
Makes routine compilations in the preparation of budgets;
Establishes and maintains manual and electronic personnel files and records;
Reviews existing automated personnel system to ensure system integrity and that departmental needs and objectives are being achieved;
Directs and plans routine training programs;
Completes special projects as assigned;
May act as liaison with software companies in updating and streamlining various workflow processes in a centralized automated personnel system;
May act as process improvement lead for various personnel procedures and/or duties;
May act as a liaison with broad based clients and staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional personnel and human resources principles and practices; good knowledge of practices and procedures as they apply to personnel transactions; working knowledge of the purposes and techniques of job analysis; ability to maintain personnel files and records; ability to prepare clear and accurate reports; ability to use computer applications such as word processing, spreadsheets and database software; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and three (3) years of responsible experience involving independent initiative and action in the conduct of personnel/human resources work* as a substantial portion of the work.

NOTE: A Bachelor's degree or higher in Human Resources or comparable curriculum may be substituted for the required experience.

PROMOTION: One (1) year of permanent status as a Personnel Clerk or Personnel Projects Assistant I.

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*Personnel/human resources work shall be defined as duties and responsibilities at a principal clerical level or higher in any one or more of the following areas: recruitment/selection, wage and salary administration, job analysis, classification, training, career planning and development, payroll, or related function. The work must have substantially involved the knowledge and application of laws, rules and regulations, and policies pertaining to personnel work, particularly in New York State.

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Competitive