

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 functions, including providing support to higher-level administrators. Much of the work is 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 concerning a variety of personnel/human resources related issues, laws and rules (e.g. benefits, retirement, policies and procedures, etc.);
Processes for the completion of a variety of personnel transactions and forms using an automated personnel system;
Provides support by researching and analyzing information, compiling data, and providing recommendations, etc.;
Reviews and approves applications and applicants for positions;
Reviews payrolls for certification and creates payroll letters detailing discrepancies in the payroll to ensure accuracy and compliance;
Gathers and compiles personnel and salary data (i.e. by use of an automated system) and generates reports (e.g. for the preparation of budgets);
Establishes and maintains personnel files, records and other informational materials;
Reviews existing automated personnel system to ensure system integrity and that departmental needs and objectives are being achieved;
Plans and conducts routine training programs (e.g. new employee orientation);
Completes special projects as assigned;
Acts as liaison with vendors and/or 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 public contract principles and practices; good knowledge of practices and procedures as they apply to personnel and human resources transactions; good knowledge of, and the ability to understand and interpret laws and rules applicable to personnel and human resources processes and procedures; good knowledge of the New York State Civil Service Law*; good knowledge of, and the ability to perform administrative functions; good knowledge of maintaining files and records; good knowledge of job analysis and position classification; good knowledge of the process to evaluate employment qualifications; good knowledge of, and the ability to research and analyze information and data; ability to determine personnel and human resources needs and provide solutions; ability to prepare reports; ability to use computer software and applications; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

(over)

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma, and five (5) years of responsible experience in a human resources or personnel capacity**; or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and three (3) years of responsible experience in a human resources or personnel capacity**; or
3. A Bachelor's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and one (1) year of responsible experience in a human resources or personnel capacity**.

NOTE: Additional years of the required experience may be substituted for college on a year-for-year basis.

PROMOTION: Two (2) years of permanent status as a Personnel Clerk.

*To be demonstrated during the probationary period.

**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.