PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is primarily para-professional work, which includes administrative and some technical duties. The work consists of a wide variety of personnel-related activities, some of which may be of a routine nature but many of which are performed independently subject to general supervision by a professional employee of high rank. Supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Provides information to employees concerning fringe benefits, civil service status, policies, etc.;
Reviews, processes and completes a variety of personnel transactions and forms;
Initiates and answers routine correspondence and prepares correspondence for signature by personnel administrators;
Organizes and supervises the daily work activities of clerical personnel;
Reviews applications for examination or appointment to determine eligibility for consideration;
Interviews applicants for positions as a screening procedure;
Compiles personnel and salary data as required;
Makes routine compilations in the preparation of budgets;
Coordinates employee evaluation program procedures;
Implements reductions in force in accordance with policies and rules;
Completes special projects as assigned (e.g. records disposition);
Establishes and maintains personnel files and records;
Directs and plans routine training programs;
May act as a liaison with local municipalities and local and state agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of civil service procedures related to examinations, eligible lists, payrolls, etc.; good knowledge of the purposes, content and intent of personnel and related forms (e.g. applications, payrolls, retirement, transactions); working knowledge of the principles and practices of public personnel administration; working knowledge of the purposes and techniques of job analysis; working knowledge of the techniques of recruiting, training and evaluating employees; working knowledge of interviewing techniques; ability to write clear and accurate reports; ability to initiate and maintain cooperative relationships with others; ability to express oneself effectively both orally and in writing.

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

NOTE: A Bachelor’s degree in Administration (e.g. Public, Business or related) or in Behavioral Science may be substituted for the required experience.

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

*Personnel 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.

R.C.D.P. (02.03.2004) 11.15.2015 - Job specification may be subject to further revision
Competitive