

## **PERSONNEL PROJECTS ASSISTANT I\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized personnel work of a moderately complex nature primarily involving the responsibility for facilitating and integrating various phases of special projects in the Rockland County Department of Personnel and/or providing specialized clerical support for personnel-related projects. The work is performed under the general supervision of an administrator and work guidance (e.g. lead work) may be provided to clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Integrates and acts as liaison for a variety of short-term and ongoing personnel projects, under the guidance of an administrator or professional personnel employee;  
Assists in completion of special assignments (e.g. Pay Equity Study) by gathering information, organizing project activities, responding to verbal and written requests, etc. as directed;  
Compiles data regarding projects and completes a variety of basic Excel and tabular reports;  
Provides basic information concerning projects, special studies and New York State Civil Service matters, as necessary and with guidance;  
Collects and organizes routine data pertaining to projects, special studies and various personnel matters, as assigned;  
May establish and maintain personnel files and records;  
May prepare routine correspondence, forms, etc., as assigned and with guidance;  
May process personnel transactions and assist with a variety of personnel-related matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of basic personnel principles and practices as they pertain to special projects\*\*; good knowledge of basic business arithmetic; working knowledge of New York State civil service practices and procedures\*\*; ability to organize and coordinate aspects of special projects; ability to organize data for reports; ability to communicate effectively, both orally and in writing; ability to understand basic written material; ability to establish and maintain cooperative relations with others; ability to follow moderately complex oral directions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

1. Four (4) years of office clerical experience or supervision of clerical work, one (1) year of which must have been in a responsible (i.e., not entry-level) or supervisory capacity and one (1) year of which must have been in personnel work; or
2. Four (4) years of experience that substantially involved coordinating phases of projects or programs, one (1) year of which must have included personnel-related projects; or
3. Any equivalent combination of training and experience.

### **NOTES:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) may be substituted for two (2) years of the required general experience.
2. A Bachelor's degree shall be deemed fully qualifying.

\*This reflects a retitling of Personnel Projects Assistant.

\*\*To be demonstrated during the probationary period.