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.

R.C.D.P. (08.27.2009) 01.21.2015
Competitive