

PERSONNEL PROJECTS ASSISTANT II

DISTINGUISHING FEATURES OF THE CLASS: This is specialized personnel work of a moderately complex nature that involves responsibility for facilitating and integrating various phases of special projects and/or for providing support for personnel-related activities and projects, including but not limited to those that pertain to classifications, payroll functions, employee benefits, and New York State Civil Service transactions. This title is distinguished from that of the Personnel Projects Assistant I in the level of independent judgment exercised and in the complexity and diversity of assignments. The work is generally performed under the supervision of a personnel administrator and work guidance (i.e., lead work) may be provided to clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the coordination and completion of a variety of special assignments by researching information, organizing procedures and processes, updating information, responding to verbal and written requests, etc.;

Gathers, organizes, evaluates, and updates information that pertains to New York State Civil Service Law functions (e.g., transactions, payroll, classifications, Rockland County Civil Service Rules changes, New York State Annual Report), and labor contract provisions;

Assists with a variety of New York State Civil Service mandated functions (e.g., classifications, transactions) by completing research (e.g., contacting other counties), completing forms and preparing documents, processing personnel transactions, generating basic system reports, and reviewing information to ensure compliance with New York State Civil Service Law, labor agreements, etc.;

Completes special projects, as assigned, regarding human resources initiatives, health insurance benefits, etc., and provides information regarding same;

Acts as liaison to County departments regarding special projects, as assigned;

Prepares a variety of documents (e.g., forms) in accordance with established policies and procedures;

Prepares a variety of reports, as assigned;

Responds to in-person and telephone inquiries by providing information and referring callers, as appropriate;

Establishes and maintains a variety of files and records;

Integrates procedures for the Department of Personnel's employee orientation program, and maintains records and informational materials regarding same;

May prepare routine correspondence, as assigned;

May process Freedom of Information Law (FOIL) requests.

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

Good knowledge of 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 special projects; ability to organize data for reports; ability to communicate effectively, both orally and in writing; ability to follow moderately complex oral and written directions; ability to use computer applications in the completion of assignments*; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: An Associate's degree or higher and three (3) years of work experience that substantially involved coordinating personnel-related projects or programs, and/or non-routine (i.e., above entry level) office clerical experience, two (2) years of which must have substantially involved personnel work**.

(over)

PROMOTION: Two (2) years of permanent status as a Personnel Projects Assistant I.

*To be demonstrated during the probationary period.

**Personnel work shall be defined as duties and responsibilities in any one or more of the following areas: recruitment/selection, wage and salary administration, job analysis, classification, training, career planning and development, payroll, employee benefits, labor relations/negotiations, or comparable.

R.C.D.P. 01.03.2018
Competitive