

## **PERSONNEL PROJECTS ASSISTANT III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized personnel work involving responsibility for facilitating and integrating various phases of special projects in the Rockland County Department of Personnel and/or for providing support for personnel-related activities and projects. This title is distinguished from that of lower-level Personnel Projects Assistants in the level of independent judgment exercised and in the complexity of assignments. The work is performed under the general supervision of a personnel administrator and work guidance (e.g. lead work) may be provided to other staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the coordination and completion of special assignments by gathering information, organizing project activities, responding to verbal and written requests, etc., as directed;  
Gathers information for personnel projects and activities in support of professional and/or technical functions (e.g. temporary employee processes), organizes information and prepares related correspondence, as necessary;  
Provides information to employees concerning a variety of personnel-related areas, including basic procedures, salary information, tuition reimbursement, etc.;  
Processes documents in accordance with established policies and ensures compliance with such policies (e.g. tuition reimbursement);  
Develops and maintains a system for retention of personnel-related documents such as resolutions and job specifications;  
Uses computer applications or other automated systems such as spreadsheets, word processing, e-mail and database software in performing work assignments;  
Prepares a variety of structured reports and completes forms and personnel documents;  
May conduct and/or coordinate specialized training regarding Rockland County policy, procedures, orientation for new employees, etc.;  
May perform professional personnel work, as necessary (e.g. conduct audits to determine appropriate position classification, complete job analysis questionnaires, etc.).

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

Thorough knowledge of basic personnel principles and practices, especially as they pertain to special projects; good 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 use computer applications such as spreadsheets, word processing, email and database software in the completion of assignments\*; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material; ability to establish and maintain cooperative working relationships with others.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree and one (1) year of experience that substantially involved coordinating phases of personnel-related projects or programs and/or professional personnel experience; or
2. An Associate's degree and three (3) years of the experience described in 1. above.

\*To be demonstrated during the probationary period.

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Competitive