

## **PERSONNEL SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work of a complex nature involving a responsibility for diverse functions in the Department of Personnel. The work differs from that of a Personnel Technician in the scope of assignments and independence of judgment exercised; the specific duties performed by incumbents in this title depend upon the area of assignment (e.g. Classifications, Examinations). The work is performed under the direction of a higher-level administrator and work guidance (e.g. lead work) may be provided to clerical and technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in classification procedures by evaluating requests for classification reviews, assigning and conducting desk audits, completing classification actions, and provides guidance to others as needed;

Participates in the day-to-day activities involved in conducting the civil service recruitment process and provides guidance to others as needed (e.g. provides guidance and/or participates in the review of employment applications to determine qualification of candidates for appointment or for admittance to examinations, the dissemination of examination announcements, the conduct of civil service examinations);

Develops, revises and interprets job specifications and provides guidance regarding same, as needed;

Reviews civil service law, labor contracts and personnel-related laws (e.g. Family and Medical Leave Act) and summarizes information and prepares reports in order to assist with the interpretation of same, as needed;

Coordinates and participates in the completion of a variety of procedures and/or special projects (e.g. job analysis questionnaires, surveys, Civil Service Rules change; requests for examination assistance, annual report);

Provides work guidance to others, as needed, by explaining internal processes and procedures, assisting in the resolution of problems, identifying resources and information to use to perform functions, etc;

May act as liaison with the New York State Department of Civil Service concerning various mandated activities and procedures (e.g. appointments, promotions, transfers, position classification);

May prepare documentation for the establishment of new positions;

May represent the Department of Personnel at meetings or other forums, when assigned, in order to answer questions and provide information.

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

Thorough knowledge of professional personnel principles and practices (e.g. job analysis); good knowledge of the techniques of job analysis and position classification; good knowledge of New York State Civil Service Law; good knowledge of Rockland County and/or local government structure and organization; good knowledge of the civil service examination process; ability to determine appropriate civil service classification; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material (e.g. New York State Civil Service manuals and guidelines); ability to establish and maintain cooperative relations with others.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree which included or was supplemented by at least fifteen (15) credit hours in Industrial/Organizational Psychology\*, Personnel Psychology\*, or comparable curriculum and two (2) years of responsible technical (i.e. beyond the clerical level), professional personnel experience, or general experience which included a responsibility for diversified\*\* professional-level or technical personnel functions as a major function of the job.

**NOTE:**

1. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.
2. A Master's degree in Personnel Psychology\*, Industrial/Organizational Psychology\* or comparable curriculum, or a Master's degree in Public Administration that included or was supplemented by at least fifteen (15) credit hours in Industrial/Organizational Psychology\*, Personnel Psychology\*, or comparable curriculum may be substituted for one (1) year of the required experience.

**PROMOTION:** Two (2) years of permanent status as a Personnel Technician.

\*Examples of acceptable courses include job analysis, personnel recruitment and selection, performance appraisal/management, human resources/development, research design in Industrial/Organizational Psychology, etc.

\*\*Diversified shall be defined as including several personnel functions such as classification, compensation and benefits, performance evaluation, training, etc.