

PERSONNEL SYSTEM TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is technical work that involves the performance of a variety of activities related to the operation of an automated integrated personnel and payroll records system and for the processing of personnel transactions in accordance with labor agreements, New York State Civil Service Law and Rockland County Civil Service Rules. The work is performed under the direction of the Personnel System Supervisor and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and processes personnel transactions such as new hires, promotions, demotions, salary adjustments, etc. in accordance with Civil Service law, Rockland County Civil Service Rules and current labor agreements;

Reviews personnel/payroll change forms for accuracy, makes corrections as necessary; and enters employee data into the automated personnel/payroll system;

Participates in meetings with department staff to analyze existing systems and policies, discuss problems and recommend changes, as necessary;

Uses computer applications or other automated systems (e.g. spreadsheets, word processing, calendar, e-mail and/or database software) in performing work assignments;

Researches employee histories, as requested by management or department staff, and generates information regarding employment status such as seniority, retention, compensation, etc.;

Provides information to County employees and management regarding pre-determined interpretations and applications of labor contracts, New York State Civil Service law and Rockland County Civil Service Rules;

May prepare personnel/payroll reports, as required;

May develop system payroll/personnel system inquiries, as assigned and with guidance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Rockland County personnel and payroll records, processes, and procedures*; good knowledge of Rockland County labor contracts*; ability to understand and interpret written material; ability to organize moderately complex data; ability to prepare written material; ability to communicate effectively, both orally and in writing; ability to ensure the accuracy of information; ability to use computer applications used in the processing of data with respect to personnel transactions and reports*; ability to process Rockland County personnel transactions; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

A Bachelor's degree or higher and one (1) year of professional, paraprofessional and/or technical (not clerical) experience that substantially included computerized personnel or payroll responsibilities (not clerical in nature).

NOTE:

Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis up to four (4) years.

*To be demonstrated during the probationary period.

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Competitive