

PERSONNEL SYSTEMS SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a complex nature which involves responsibility for coordinating activities related to the operation of an automated integrated payroll and personnel records system and for overseeing and participating in the processing of personnel transactions in accordance with labor agreements, New York State Civil Service Law and the Rockland County Civil Service Rules. The work is performed under the direction of the Human Resources Coordinator, and work guidance (e.g. lead work) is provided to technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs, modifies and implements input and output processes, including system rules, with respect to the maintenance of an integrated payroll and personnel system for County employees;

Oversees and participates in the processing of personnel transactions, for all County employees, in accordance with labor agreements, the New York State Civil Service Law and Rockland County Civil Service Rules;

Acts as liaison with the County's MIS department in order to resolve problems and/or to revise program logic used to enter and retrieve data;

Develops system queries in response to special requests for the retrieval of information from the personnel or payroll database in order to provide data and computer-related reports to department heads, elected officials, etc.;

Formulates guidelines and program logic for generating special personnel-related reports (e.g. New York State Annual Report, Department of Labor report);

Meets with payroll administrators in County departments to evaluate and resolve ongoing system-related issues and problems and makes effective recommendations for changes, when necessary;

Provides information to County employees and management regarding interpretation of nine (9) labor contracts, Civil Service Law and Rockland County Rules;

Provides ongoing training and guidance to system users;

Oversees personnel/payroll system security;

Participates in the review of personnel/payroll system security;

Acts as liaison with computer software vendors (e.g. Peoplesoft/Oracle) in order to resolve problems and/or revise system set up.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of personnel principles and practices; thorough knowledge of payroll operations and procedures*; good knowledge of computer systems administration, including software used in the processing of data with respect to personnel transactions and reports*; good knowledge of New York State Civil Service Law and Rockland County Civil Service Rules*; good knowledge of the provisions of labor agreements that pertain to County employees*; ability to understand and interpret complex written material; ability to prepare written material; ability to communicate effectively, both orally and in writing; ability to organize complex data; ability to evaluate information and solve problems, especially as they pertain to the County's personnel/payroll system; ability to maintain cooperative relations with others.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and two (2) years of professional, paraprofessional and/or technical (not clerical) experience in management information systems, or comparable, at least one (1) year of which must have substantially included personnel or payroll responsibilities (not clerical in nature); or
2. A Bachelor's degree or higher and two (2) years of professional, paraprofessional and/or technical (not clerical) experience in payroll administration and/or personnel administration that substantially included computerized personnel and/or payroll system responsibilities; or
3. Any equivalent combination of the above experience.

NOTES:

1. A Bachelor's degree in Business Administration, Personnel Administration, Management Information Systems, Information Technology, or comparable curriculum, may be substituted for one (1) year of the required general experience.
2. Additional years of any combination 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.

**This reflects a retitling of Coordinator, MIS (Personnel).