

## **PERSONNEL TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and technical work of a moderately complex nature in a human resources and personnel environment. The specific duties performed depend on 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 others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews job classification questionnaires (P.O. 27's) for completeness and analyzes same to determine appropriate position classification;

Conducts position audits in order to gather specific information concerning the duties and responsibilities of various positions for classification;

Compiles personnel and salary data as required;

Writes job specifications using a variety of general and/or technical information as well as other resource materials;

Writes audit reports with recommendations for the establishment of new positions, reclassifications, etc.;

Reviews applications for appointment and examination to determine sufficiency of qualifications;

Reviews payroll certifications of local jurisdictions and county departments to ensure accuracy and compliance with Civil Service Law;

Provides a variety of information regarding processes, policy, law, etc.;

Performs a variety of duties related to the administration of civil service law (e.g. examination scopes, job analysis questionnaires, salary surveys, requests for examination assistance, subject matter of civil service examinations, dissemination of civil service examination information, Civil Service Rules change);

Prepares documentation (i.e. resolutions) for the establishment of new positions, reclassification, contracts, salary increases, etc.;

Initiates and answers personnel and civil service related correspondence;

Researches problems related to classification, appointments, personnel transactions, jurisdictional classifications, examination processes, labor relations, rule changes or modifications to rules;

May act as process improvement lead for various personnel procedures and/or duties;

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 act as liaison with software companies in updating and streamlining various workflow processes in a centralized automated personnel system;

May conduct research and consult with other surrounding counties for position classification projects;

May maintain organizational charts;

May interview applicants for positions;

May perform special assignments, including the development of various reports, memoranda, letters, etc.

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

Thorough knowledge of professional personnel and human resources principles and practices; good knowledge of the civil service process and procedures\*; working knowledge of New York State Civil Service Law\*; ability to determine appropriate civil service classifications; ability to determine sufficiency of employment qualifications; ability to prepare clear and accurate reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree and two (2) years of general administrative personnel/human resources experience which included responsibility for diversified\*\* personnel/human resources functions as a major portion of the job\*\*\*; or
2. A Master's degree in Human Resources, Labor Relations, or comparable curriculum and one (1) year of general administrative personnel/human resources experience which included responsibility for diversified\*\* personnel/human resources functions as a major portion of the job\*\*\*.

**NOTE:** Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis up to two (2) years.

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

\*To be demonstrated during the probationary period.

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

\*\*\*Clerical experience in support of the personnel function shall not be qualifying.