

PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is higher-level administrative and technical work of a complex nature involving responsibility for performing a variety of personnel/human resources functions in accordance with applicable laws and rules. 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 and responds to information concerning a variety of personnel/human resources related issues, laws, rules, processes, (e.g. benefits, retirement, payroll, policies and procedures, etc.);

Reviews job classification questionnaires 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;

Reviews personnel and salary data, examination scopes, job analysis questionnaires and provides recommendations;

Develops and revises job specifications using a variety of information as well as resource materials;

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

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

Interviews applicants for positions;

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

Reviews payroll certifications to completion to ensure accuracy and compliance;

Researches problems related to human resources processes (i.e. classification, appointments, transactions, jurisdictional classifications, examination processes, labor relations, rule changes or modifications to rules);

Participates in the annual budget process by evaluating requests for new positions, reclassification, attending meetings, providing recommendations, etc.;

Reviews, processes, and approves personnel/payroll forms and transactions and enters employee data into the automated personnel/payroll system;

Acts as process improvement lead for various personnel/human resources procedures and/or duties, including the implementation and modification of new or existing personnel/human resources projects or systems;

Acts as liaison with vendors and/or software companies in updating and streamlining various workflow processes in a centralized automated system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional personnel and human resources principles and practices; thorough knowledge of, and ability to understand, interpret and apply laws and rules applicable to personnel and human resources processes and procedures; thorough knowledge of the New York State Civil Service Law*; thorough knowledge of, and the ability to perform administrative functions; thorough knowledge of principles and practices of personnel/human resources administration; thorough knowledge of the techniques of job analysis and position classification; thorough knowledge of the process to evaluate employment qualifications; ability to understand and interpret complex written material; ability to prepare reports; ability to provide work guidance to staff; ability to identify problems and develop solutions; ability to use computer software and applications; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and three (3) years of experience which must have been in a responsible or professional personnel/human resources capacity; or
2. A Master's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and one (1) year of experience which must have been in a responsible or professional personnel/human resources capacity.

NOTE: Additional years of the required experience may be substituted for the Bachelor's degree on a year-for-year basis.

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

*To be demonstrated during the probationary period.