PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level professional personnel work of a moderately complex nature involving responsibility for performing a variety of functions in the Department of Personnel. 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 personnel professional, and work guidance (e.g. lead work) may be provided to other staff members. 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 field audits in order to gather specific information concerning the duties and responsibilities of various positions;
Compiles personnel and salary data as required;
Writes job specifications using a variety of general and/or technical information as well as procedure manuals and other resource materials;
Interviews applicants for positions;
Reviews applications for admittance to civil service examinations, or for appointment, to determine sufficiency of qualifications;
Provides a variety of information, in person or by telephone with respect to employment, contract interpretation, salary information, civil service rules, etc.;
Performs a variety of duties related to the administration of civil service law (e.g. 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);
Initiates and answers personnel and civil service-related correspondence;
May assist in presiding at civil service examinations;
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 maintain organizational charts;
May perform special assignments, including the development of memoranda, letters, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of professional personnel principles and practices (e.g. job analysis, recruitment); good knowledge of Rockland County and/or local government structure*; 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 communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor’s degree and one (1) year of responsible technical or professional personnel experience, or of general administrative experience which included responsibility for diversified** personnel functions as a major portion of the job***.

(over)
NOTES:

1. A Master’s degree in Personnel Administration, Personnel Management, Labor Relations, Personnel Psychology, or comparable curriculum, may be substituted for the required experience.

2. 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.

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.

Competitive