

PERSONNEL SPECIALIST (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for performing all personnel related tasks, employee benefits and health administration for a school district. Personnel functions include preparation and maintenance of all employee records, implementation of Civil Services Rules and Regulations, as well as school district personnel requirements. Payroll responsibilities include performing all payroll calculations, adjustments as well as maintaining all payroll files and records. Employee benefits functions include the preparation and maintenance of benefit system enrollments, changes and terminations as well as worker's compensation, disability and unemployment benefits. Work is performed under the direct supervision of the Director of Operations and Finance, or other higher-level designated employee. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors compliance with the district's employee attendance policies and procedures by ensuring consistent recording and reporting of employee attendance to the central office;
Develops and maintains a system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate, and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, and also with regards to workers' compensation and seniority lists;
Processes and maintains employee benefit system enrollments;
Processes and maintains worker's compensation, disability, and unemployment benefits;
Verifies, processes and maintains employee payroll records;
Calculates employee salaries based on collective bargaining agreements;
Responsible for inputting employee information into payroll system to generate payroll checks;
Computes and verifies employee payroll information including hours worked, deductions, overtime, tax changes and related calculations;
Prepares and verifies monthly retiree payroll report for New York State Retirement System;
Onboards new employees and conducts new employee orientation;
Enrolls new employees for benefits and assists others when changing benefits;
Assists employees with open enrollment process;

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Inputs personnel data from source documents into computer system;
Invoices retirees for their contributions for health insurance;
Calculates annual Medicare Part B reimbursements for retirees;
Maintains all personnel records and files including leave accruals, flex spending program and Union benefits;
Serves as liaison between employees and insurance companies regarding claim issues;
Completes, reviews and submits required Civil Service paperwork;
Maintains records essential to the Civil Service process including examinations, appointments, canvas letters, eligible lists and exam scopes;
Prepares and maintains a variety of reports and presents data when requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records;
Good knowledge of modern methods used in maintaining payroll accounts and records;
Good knowledge of the principles and practices used in accounting and bookkeeping;
Good knowledge of employee benefit plans as well as enrolling, changing and terminating benefits;
Good knowledge of office terminology, procedures and equipment;
Working knowledge of the principles and practices of personnel administration;
Working knowledge of computer software applications;
Working knowledge of New York State Civil Service Law and the Broome County Rules for the Classified Service:
Ability to communicate effectively both orally and in writing;
Ability to prepare and maintain accurate records and reports;
Ability to analyze and organize data and prepare records and reports;
Ability to establish and maintain effective working relationships with others;
Ability to meet stringent deadlines;
Ability to formulate logical decisions;
Ability to interpret and explain personnel and payroll matters;
Ability to identify and correct errors in mathematical computations and improper entries on a variety of documents;

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Skill in mathematical computations;
Self-motivator; Discretion and sensitivity; Dependability;
Cooperative.

MINIMUM QUALIFICATIONS:

A) Completion of 30 semester credit hours from a regionally accredited or New York State registered college or university and one year of clerical experience that included processing personnel and employee benefit transactions; OR

B) Graduation from high school or possession of a general equivalency diploma and three years of clerical experience that included processing personnel and employee transactions; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment for the State of Education Department is required.