

PERSONNEL ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing various technical phases of personnel administration including position classification, recruitment, examinations and personnel transactions. The class is distinguished from Senior Personnel Associate by the lack of supervisory responsibility over professional staff and the more limited discretion in decision making. The work is performed under the direct supervision of the Senior Personnel Associate with limited leeway for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over a small clerical staff for assignments and review of work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews duties of proposed and existing positions to recommend classification action to the Personnel Officer or Senior Personnel Associate;

Evaluates positions for allocation to salary grades;

Participates in periodic salary surveys by selection of sources, analysis of data, preparation of tabulations and recommendation of pay rates;

Prepares class specifications from data obtained by questionnaire, interview and research;

Analyzes appeals for title and salary changes and makes recommendations to the Personnel Officer;

Reviews applications for examination or appointment and makes eligibility determinations with respect to qualifications;

Develops and conducts employee orientation and in-service training on personnel management/labor relations for all County departments;

Participates in recruitment programs by drafting and distributing examination announcements and by conferring with representatives of the news media;

Develops and administers training programs in response to the needs of agencies under the jurisdiction of the Personnel Office;

Assists in planning and implementation of new methods and procedures for more efficient operation of the department;

Assists with a variety of personnel operations including payroll certification, eligible list certification and roster card maintenance and labor negotiations;

Reviews employment applications and resumes;

Interviews applicants against minimum qualifications;

Screens applicants and refers to County management personnel for job interviews;

Conducts studies and analyzes a variety of reports and makes recommendations to the Personnel Officer;

Supervises a small staff in giving work assignments and reviewing results.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the State Civil Service Law and local rules and regulations;
Good knowledge of principles, practices and techniques of personnel administration;
Good knowledge of principles of position classification, job evaluation, salary administration, employee relation, performance rating, recruitment and affirmative action;
Working knowledge of public administration as it applies to local government;
Ability to understand and interpret complex written material;
Ability to communicate effectively, both orally and in writing;
Ability to plan and supervise the work of others;
Ability to prepare detailed reports;
Tact and courtesy;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in public or private personnel administration;
OR
- B) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and three years of experience in public or private personnel administration; OR
- C) Graduation from high school or possession of an equivalency diploma and five years experience in public or private personnel administration; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

R407 03/22/00

COMPETITIVE