

PERSONNEL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Personnel Coordinator has responsibility for the operation of the Personnel Office in a large county department. The work is performed under the general supervision of the department head in accordance with established policies and guidelines. Responsibilities cover areas such as recruitment and placement, attendance and leave records, employee benefits, performance evaluations and processing salary increments. This position acts as the liaison between the department and the Broome County Department of Personnel. Supervision may be exercised over a small staff of subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and supervises the maintenance of personnel records relating to appointments, probationary terms, longevity, salary and leaves of absence;

Oversees the recruitment and placement of personnel and the preparation and placement of advertisements;

Provides information, answers questions and processes paperwork regarding personnel policy, benefits, and general personnel issues including the Family Medical Leave Act and the Americans with Disabilities Act;

Conducts new employee orientation to cover department and county procedures, benefits, and other employment details such as civil service status;

Processes and follows through on Worker's Compensation and Disability Claims; interacts with the Division of Risk and Insurance regarding these claims;

Screens employment applications and forwards applications of qualified candidates to unit heads for review; arranges appointments for department heads to interview candidates;

Ensures that personnel transactions are promptly reported to the Broome County Department of Personnel and comply with civil service and department requirements;

Ensures that required posting procedures are followed when filling positions;

Processes security checks on new employees and processes on-site security badge clearance and assignment; acts as liaison with the Health Department regarding fingerprinting;

Meets with department heads to explain and ensure proper personnel changes and procedures are followed;

Monitors the timely completion of probationary and annual employee evaluations by department heads;

Processes requests for classification of new positions or reclassification of existing ones;

Investigates personnel problems as directed by the department head and reports findings for action; prepares disciplinary documentation to be presented to employee when necessary;
Conducts studies, compiles information and prepares reports for the Department head as requested;
May recommend new methods and procedures for more efficient operation of the Personnel Office of the Department;
Meets with staff of the county Department of Personnel concerning questions on civil service titles, classification, benefits and personnel transactions;
Meets with department heads to explain and ensure proper employment procedures and changes are followed;
May process salary increments for eligible employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Working knowledge of the principles and practices of personnel administration;
Working knowledge of Civil Service Law and the Broome County Rules for the Classified Civil Service;
Working knowledge of the techniques used in recruiting, training and evaluating employees;
Working knowledge of the procedures used in the administration of the employee benefit programs;
Working knowledge of department functions and operations;
Working knowledge of interviewing techniques;
Ability to plan and supervise the work of others;
Ability to use a personal computer;
Ability to communicate with others both orally and in writing;
Ability to maintain accurate records and prepare reports;
Ability to get along with others.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree;
OR
- B) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and two years of staff administration experience; OR
- C) Graduation from high school or possession of an equivalency diploma and four years of staff administration* experience;
OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

*Staff administration: Incumbents perform functions in a support role to higher level administrators. This could involve office management; participation in budget preparation and monitoring; personnel; administrative analysis, including involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations participation in planning, management activities; purchasing; public relations; and other similar functions. In contrast, "line" functions involve the delivery of services, or the day-to-day operations of a department.

R769 5/19/2011

COMPETITIVE