

DEPARTMENT: NIAGARA COUNTY HUMAN RESOURCES
CLASSIFICATION: NON-COMPETITIVE (CONFIDENTIAL/POLICY INFLUENCING) APPROVED BY
NYS CSC 09/09/2008
APPROVED: MARCH 22, 2012

CONFIDENTIAL ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent serves as the confidential secretary to the Human Resources Director and provides clerical support to the Human Resources Department. Responsibilities include routine office functions such as answering phones, filing, distributing mail, department payroll and account-keeping, maintaining inventory, purchasing and paying bills, etc. The position involves responsibility for the position requisition process; maintenance and billing of unemployment; scheduling and tracking of employee training opportunities; assisting with new hire orientations; and maintenance of employee grievance/issues database. The incumbent compiles information for and completes required departmental reports such as EEO and NYSAC reports, assists with developing the department budget and monitoring expenditures throughout the year, and assists in documenting personnel policies, procedures, and processes. When assigned, the incumbent collects information and data for administrative studies and determinations including wage surveys. This is important office support and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of the department. The incumbent works under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Serves as confidential secretary to the Human Resources Director;
2. Performs routine office duties such as maintaining inventory, purchasing office supplies, processing payment vouchers, department payroll, office account-keeping, filing, maintaining personnel files, answering phones, distributing mail, etc.
3. Prepares and maintains personnel, I-9, medical and drug test files for employees; schedules and compiles materials for new hire interviews; reviews physical examination and medical questionnaire for completeness, physician approval and signatures; obtains background checks;
4. Compiles necessary paperwork for County Manager approval, and corresponds with departments regarding approval/disapproval, ensures that levels of approval are documented, and files all back-up materials;
5. Coordinates & assists in completing employee training, maintains enrollment and attendance in a computerized database system, ensures payment of training vouchers and reimbursement from depts..;
6. Inputs grievance invoices into a computerized database to monitor costs associated with grievances, arbitrations, and other employee issues;
7. Receives and inputs monthly unemployment report, balances, bills departments and prepares vouchers for payment;
8. Assists with the compilation of the department's budget, monitors expenditures throughout the year, and processes necessary transfers of funds;
9. Compiles statistics, conducts special surveys, collects information & data for administrative studies & determinations and presents findings verbally and/or in writing;
10. Compiles information for & completes required reports such as EEO, NYSAC reports, etc.;
11. Prepares and responds to departmental correspondence, composes letters, memos and required documents;
12. Assists the public with routine civil service and human resources questions by phone, email, or in-person; receives and date stamps examination applications and fees; and shows eligible lists to candidates who come ;
13. Prepares, compiles and types various lists, reports, surveys and related forms including the distribution of job postings;
14. Assists with the input of routine personnel transaction maintenance, position records, salary grade tables and other related set-up tables into a computerized database system;
15. Ensures the receipt of monthly leave reports from each department and files same;
16. Assists in documenting personnel policies, procedures, and processes;
17. Serves as records retention officer for the dept and acts as liaison with Board of Ethics designee.
18. Completes miscellaneous requests such as wage verifications and FOIL requests;
19. Serves as liaison for informational purposes between department officials and public/non-public officials and provides instructions to department heads and departmental personnel regarding human resources polices and procedures.
20. When assigned, deposits examination fees, prepares examination materials for test administration, conducts examinations, completes exam day related paperwork, and ensures the security of examination materials at the test site;
21. Attends required meetings and takes minutes.

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CONFIDENTIAL ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and methods; good knowledge of business arithmetic and English; working knowledge of modern office machines and the organization and functions of the office; working knowledge of the principles and modern practices of account keeping and budget control; working knowledge of the principles, practices and techniques of personnel and Civil Service administration including job classification, recruitment and selection; working knowledge of applicable laws and rules regarding civil service and human resources; working knowledge of the organizations and functions of municipal government; working knowledge of proper practices, policies, procedures and techniques of public personnel administration; working knowledge of data processing practices; skill in maintaining personnel and activity control records and in preparing reports; ability to organize and maintain accurate personnel records and files; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both verbally and in writing; ability to analyze and solve complex problems; ability to establish priorities; ability to gain the cooperation of others and project a professional image; ability to establish priorities; ability to maintain confidentiality; ability to maintain records and prepare reports; good judgment; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma **and**

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in public or business administration, labor relations, personnel administration, human resource management or closely related field and two (2) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **or**

Graduation from a regionally accredited or New York State registered approved college or university with an Associate's Degree in public or business administration, labor relations, personnel administration, human resource management or closely related field and four (4) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level; **or**

Six (6) years of general office experience involving complex clerical duties. One (1) year of experience must have been at an executive secretarial or administrative assistant level or must have involved supervision.