

DEPARTMENT: HUMAN RESOURCES
CLASSIFICATION: COMPETITIVE
APPROVED: JANUARY 27, 2017

PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing various technical phases of Civil Service and Human Resources administration including position classification, recruitment, examinations and personnel transactions. Duties also include responsibility for assisting department personnel by performing research to aid in planning, implementing and evaluating personnel policies, functions and statutory responsibilities. Work is performed under the general supervision of the Personnel Officer and the Director of Human Resources with leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. The incumbent is responsible for the supervision of a subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares and analyses job classifications by reviewing job classification questionnaires, conducting position audits, and preparing job specifications for adoption by the Personnel Officer;
2. Maintains the Civil Service classification plan;
3. Updates and amends the municipal Civil Service Rules and Appendices;
4. Explains the application of Civil Service Law, Rules and Regulations to department heads, employees, union members, etc.;
5. Acts as a consultant to and corresponds with State Officials, departments, and agencies within the jurisdiction of the Commission on matters regarding personnel and Civil Service Administration;
6. Monitors compliance to Civil Service Law, the municipal Civil Service Rules, contracts, and county policies and procedures;
7. Assists in planning new methods and procedures for the more efficient operation of the Human Resources and Civil Service function;
8. Prepares required information and materials for the Personnel Officer's and Human Resources Director review;
9. Analyzes appeals for title changes and salary upgrades and submits findings and recommendations to the Personnel Officer;
10. Conducts research studies on a variety of Human Resources and Civil Service issues including the maintenance of historical grievance and settlement files;
11. Oversees and participates in the maintenance of individual employment and position history roster files including the adjustments of relevant employee service dates;
12. Maintains a variety of personnel and human resources records, prepares reports and correspondence related to the work;
13. Reviews applications for appointment and examination and makes recommendations to the Personnel Officer and evaluates seniority bidding rights for union employees;
14. Reviews appointments, promotions, removals, transfers and other personnel actions for conformity and compliance with policy, legal requirements, and contracts;
15. Researches data to aid in a variety of personnel and human resources operations including payroll certification, eligible list certification, and position budget and employee headcount;
16. Provides administrative support for contract negotiation and implementations; including forecasting the impact of contract proposals, updating contract language, assisting in calculating retroactive payments, updating position management figures, inputting new salary and steps into payroll system, etc;
17. Creates, maintains, and updates forms, policy documents and procedures to ensure that there is consistency in the application of contracts, policies, budget and procedures.
18. Supports the annual positions budget process by setting up budget salary grades, create personnel worksheets, and collaborate with departments and budget on calculating personnel expenses.
19. Maintains and monitors position control records, general ledger allocations, and a list of positions that are co-terminus with grant funding and follow up with departments to ensure that grants are renewed and resolutions processed.
20. Calculates and updates annual salary schedule changes and maintains grade tables in electronic records management system;
21. Participates in implementation, testing, and troubleshooting of electronic Human Resources Information Systems and records management systems;
22. Monitors the payroll records to correct errors prior to payroll confirmation, identify accrual abuse and compliance with contract language, ensure employee deductions are correct, and healthcare contributions and eligibility is accurate;

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PERSONNEL TECHNICIAN CONTINUED

23. Assesses the need for examinations within the area of responsibility by determining the adequacy of existing eligible lists, recruitment, and turnover within the classification;
24. Analyzes the quality and quantity of recruitment results; if necessary revises job specification; adjusts announcements to reflect recruitment needs and legal requirements; researches legal requirements;
25. Oversees the scheduling, publicizing and administration of civil service examinations;
26. Assists in the administration of examinations, including the conduct of job analysis; the review of the appropriateness of examination scopes; and reconciling any problems;
27. May monitor examinations and score decentralized examinations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of Human Resources and Civil Service administration including job classification, recruitment and selection; good knowledge of the State Civil Service Law and municipal Rules and Regulations; good knowledge of proper practices, policies, procedures and techniques of public personnel administration; working knowledge of the organizations and functions of municipal government; 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 gain the cooperation of others and project a professional image; ability to establish priorities; ability to maintain confidentiality; ability to plan and supervise the work of others; ability to maintain records and prepare reports; good judgment; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND**

1. Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in business or public administration, personnel administration or human resource management, labor relations or related field; **OR**
2. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree and one year of experience involving technical personnel work*; **OR**
3. Graduation from a regionally accredited or New York State registered approved college or university with an Associate's Degree and three years of the experience involving technical personnel work*; **OR**
4. Five years of experience involving technical personnel work*.

*Technical personnel work is defined to mean and is limited to experience in two or more of the following areas: job classification and compensation; personnel recruitment, or career counseling or placement; fringe benefit administration and labor relations and contract administration; supervision of personnel records department; or Civil Service administration.

NOTE: Clerical experience in support of the above personnel functions will not be acceptable towards meeting the minimum qualifications.