

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

SENIOR PERSONNEL RECORD CLERK – HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for performing administrative and technical duties in the Department of Human Resources. The position involves responsibility for updating personnel records in accordance with laws, policies, and union contracts, administering leaves of absence, performing employee orientations, and compiling and analyzing data to monitor such things as accrual abuse. The incumbent also provides assistance to county department personnel to ensure that personnel policies and procedures are followed. Independent judgment is used in assigned matters for which office procedure and policy have been established. Does related duties as required.

TYPICAL WORK ACTIVITIES:

1. Processes employee and human resources transactions in a computerized database and ensures that policies, procedures, laws, and union contracts are followed;
2. Administers employee leave of absence requests; produces periodic leave letters; communicates with employees, departments, and Risk Management to ensure proper leave administration; determines FMLA eligibility, updates FMLA records, and monitors leave balances;
3. Extracts data from a Human Resources Information System (HRIS) and prepares various ad hoc reports from information contained in computerized information systems including databases and spreadsheets;
4. Performs employee orientations to convey County policies, procedures, and contract information to newly or re-hired employees; provides a summary of benefits; and assists employees in completing all required forms;
5. Updates employee seniority dates and determines accrual adjustments affected by leaves of absence;
6. Reviews and processes position replacement requisitions, maintains a database of same, and communicates disposition of requests with departments;
7. Prepares, maintains, and distributes reports, lists and correspondence related to personnel;
8. Researches policies, procedures, and union contracts in order to answer questions and ensure proper administration of employment and human resources matters;
9. Monitors accrual usage and provides periodic reports for use in employee counseling/disciplines;
10. Maintains employee personnel, medical, and related files in accordance with department policies, procedures, and records management schedules;
11. Explains County employment policy, benefits, procedures, applicable bargaining union, Civil Service Law, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of personnel administration; working knowledge of Civil Service Law and the local rules; good knowledge of the procedures used in the administration of labor agreements and employee benefit programs; good knowledge of government department functions and operations; procedures; skills in utilizing a personal computer at an acceptable rate of speed and accuracy; ability to use a personal computer and related peripherals and modern office equipment; ability to communicate with others both orally and in writing; ability to maintain accurate records and prepare reports; ability to get along with others; ability to meet and deal effectively with people and to secure their cooperation and confidence; initiative; sound professional judgment; courtesy; tact; neat personal appearance; physical condition to commensurate with the demands of the position.

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SENIOR PERSONNEL RECORD CLERK – HUMAN RESOURCES CONTINUED

MINIMUM QUALIFICATIONS:

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

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a Business related field **AND** one (1) year of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a Business related field **AND** three (3) years of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work; **OR**

Five (5) years of full-time paid experience in personnel work, including one or more of the following activities: job classification, job evaluation, interviewing, job placement, or specialized personnel clerical work.

SPECIAL REQUIREMENT:

Candidates must have the ability to type at a rate of thirty-five (35) words per minute.