

DEPARTMENT: MT. VIEW RESIDENTIAL HEALTH CARE FACILITY
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 13, 2005

ADMINISTRATIVE ASSISTANT - PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for serving as an administrative assistant to the Nursing Facility Administrator and overseeing certain aspects of a personnel program such as classification of positions and the recruitment and selection of employees at the Mount View Residential Health Care Facility. The incumbent administers the technical aspects of a personnel program at the nursing facility. The duties of the position will be directly affected by established collective bargaining agreements and general personnel policies established by the County Legislature, County Civil Service Personnel Officer, and the Facility's Board. The work is performed under the direct supervision of the Nursing Facility Administrator and involves supervision over assigned Facility employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the operating officials in matters pertaining to the recruitment, interview, and selection process;
2. Advises and assists on personnel procedures, supervisory and training techniques, the disciplinary process, and development of training programs;
3. Investigates and recommends action on complaints and grievances;
4. Conducts and completes personnel studies and prepares reports on vacancies, turnover, and retention experience;
5. Informs and advises employees regarding rules and regulations through orientation, employee notices, and personal contact as required;
6. Insures compliance with laws pertaining to employment;
7. Maintains records on all employees, including credentials relating to licensure and registration;
8. Completes all forms for Unemployment Insurance and Workers' Compensation as well as monitors and attends hearings;
9. Plans, develops, and revises personnel management policies in accordance with negotiated contracts, state legislation, and nursing facility regulations and maintains personnel policy handbooks;
10. Prepares and submits periodic reports, as required to other government agencies;
11. Insures that the personnel administration of the nursing facility is run in a proper, efficient, legal manner;
12. Provides secretarial support to the Administrator as required, to include taking minutes, preparation of memos and letters, filing, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of personnel administration including such activities as interviewing, recruitment, selection, and placement; skill in public and interpersonal relations; ability to prepare written material; ability to understand complex oral and written material; ability to maintain the confidentiality of sensitive personnel and union related matters; ability to use current office suite software applications; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma;

AND: 1. Graduation from a regionally accredited or New York State registered approved college with a Bachelor's Degree, and two (2) years of experience in Personnel Administration;

OR: 2. Graduation from a regionally accredited or New York State registered approved college with an Associate's Degree, and four (4) years of experience in Personnel Administration.

NOTE: Personnel Administration is defined as work involving activities in areas such as classification and salary administration, recruitment, selection, placement of staff, and labor relations. Experience limited primarily to health insurance related activities is not acceptable.