

SENIOR PERSONNEL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position in the area of public personnel administration. Work requires a high degree of independent judgment in analyzing problems and developing solutions that conform to relevant rules and regulations. This class differs from Personnel Specialist by virtue of more difficult and complex nature of assignments and increased level of independent responsibility. Work is performed under general supervision of the Personnel Officer. Supervision may be exercised over a small number of technical or clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Advises county departments and local agencies regarding interpretation and implementation of Civil Service Law and Putnam County Rules and personnel policies and practices to ensure correct and consistent application and compliance;

Responds to inquiries and requests for information from a variety of persons, including elected or appointed officials, county and municipal employees, candidates for appointment or examination, and members of the public;

Establishes and maintains effective working relationships with department heads, local officials and their administrative representatives, union representatives, etc.;

Reviews, maintains, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents in accordance with the requirements of Civil Service Law and other laws, rules, regulations, or policies relative to personnel administration in Putnam County;

Analyzes, evaluates, classifies and certifies new or existing positions and orders examinations, certifies lists, or takes other action relative to filling a position consistent with Civil Service Law and local rules;

Conducts job audits by interviewing employees at their job sites, performs classification analysis and prepares reports recommending changes in accordance with organizational objectives and procedures;

Conducts organizational and intra-departmental studies, as well as surveys involving contacts with other counties and private industries, compiles and analyzes results and prepares reports to aid in process of classification or compensation;

Writes and revises job specifications in accordance with departmental recruitment requirements, minimum standards or codes as established by law, job duties as established through task analysis, examinations and EEO guidelines;

Reviews applications for examination or appointment to determine sufficiency of qualifications;

Reviews examination scopes against job specifications to ensure their appropriateness to job requirements, contacting the County department or local agency, and/or the New York State Department of Civil Service Local Exams, as necessary;

Interviews candidates for appointment and makes recommendations as to hiring;

Conducts new employee orientations and exit interviews;

Coordinates with appointing authorities regarding the certification of eligible lists and appointment;

SENIOR PERSONNEL SPECIALIST (cont'd)

Advises employees on a variety of matters including, but not limited to, contract interpretations, benefits including health insurance, retirement, disability, etc.;

Participates in special studies and handles confidential matters as requested;

Assists with the implementation and modification of new or existing human resource projects or systems;

Uses computer applications or other automated systems in performing work assignments;

Develops and/or coordinates training programs in a variety of areas;

Initiates and answers correspondence, and may prepare correspondence for the signature of the Personnel Officer;

Participates in meetings, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service Law, rules and regulations;

Researches, collects and analyzes wage and salary data as well as fringe benefit data for labor contract negotiations;

May assist directly in the labor contract negotiations process, including sitting at the bargaining table representing management;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public personnel administration; thorough knowledge of techniques used in position classification, organizational studies, wage and salary analyses, and exam administration; thorough knowledge of the provisions of the New York State Civil Service Law and Putnam County Civil Service Rules and personnel policies; good knowledge of employee interviewing and selection techniques; skill in planning and organizing work; skill in researching materials to appropriately analyze and assess departmental requests; ability to conduct job audits using directed interview techniques; ability to develop and maintain effective working relationships with department heads, local officials, management and administrative level staff, union representatives, etc.; ability to ascertain, organize and analyze facts, make valid comparisons and draw logical conclusions; ability to identify and resolve personnel problems; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials; ability to effectively use computer applications; initiative; creativity; tact; integrity; sound professional judgment; courtesy; neat personal appearance; positive customer service approach.

MINIMUM QUALIFICATIONS:

- a) Masters degree and three (3) years of technical or professional personnel experience which included either job classification, recruitment, civil service examinations, or job specification writing; or
- b) Bachelors degree and four (4) years of experience as described in a) above;
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.