

SENIOR PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is high level administrative and technical personnel work performing professional human resource functions. Responsibilities include interpreting and implementing County personnel practices and policies, providing support services to County and non-County departments and agencies in the application and implementation of Civil Service Law, Rules, Regulations, practices and policies. Wide leeway is allowed for the use of independent judgment, and detailed knowledge of civil service operations is required. Work is performed under general supervision of the Personnel Officer. Supervision may be exercised over lower level personnel and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Consults and advises department heads, local officials or their representatives on the application, interpretation and implementation of Putnam County personnel polices and practices and New York State Civil Service Law, rules and regulations to ensure correct and consistent application and compliance;

Reviews, 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 Putnam County Personnel Rules and Regulations;

Analyzes, evaluates, classifies and certifies new or existing positions;

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

Reviews qualifications of applicants against Job specification requirements for admission to exams or appointment to County or local positions;

Contacts candidates for additional information or documentation needed to meet requirements;

Reviews examination scopes against job specifications to ensure their appropriateness to job requirements, consulting with County departments and local jurisdictions, and communicates the results to the Personnel Officer for requesting examinations or changes to the exam scope;

Reviews and analyzes eligible lists in terms of sufficiency to fill vacancies, and when appropriate prepares documentation to request new examinations;

Assists with the establishment and certification of eligible lists and all supportive documentation in accordance with Civil Service law and Putnam County Rules and policies;

Reviews qualifications of applicants against job specification requirements and proposes revisions to existing minimum qualifications based on trends of training and experience identified in the review process;

Participates in the scheduling of examinations and planning for the logistics of the testing site;

Administers tests and reviews test scores for locally administered examinations and performance tests;

Uses computer application software for word processing, data processing, etc.;

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

Participates in special studies and handles confidential matters as requested;

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Responds to inquiries and requests for information from officials, employees, candidates for appointment or examination, etc.;

Maintains ongoing communications with other staff members to expedite transaction and classification processes;

May perform internal compensation analyses and external salary surveys;

May train and supervise clerical support staff;

Performs a variety of relative 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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public personnel administration; good knowledge of techniques used in position classification, organizational studies, wage and salary analyses, and exam administration; good knowledge of employee interviewing and selection techniques; good knowledge of New York State Civil Service Law, Rules and policies; ability to identify and resolve personnel problems; ability to perform research, analyze data, define problems, formulate solutions and proposals, and produce thorough and accurate reports; ability to effectively use computer applications used for word processing and data control; ability to plan, prioritize and organize work; ability to read and interpret complex written materials; ability to communicate effectively, both orally and in writing; ability to maintain effective and professional working relationships with officials, management, unions, staff, and the public; accuracy, initiative and resourcefulness; tact and courtesy; integrity; sound professional judgment; positive customer service approach.

MINIMUM QUALIFICATIONS:

- a) Bachelor's Degree and four (4) years of professional personnel or human resource experience, which must have included experience in one or more of the following areas: job classification, recruitment, civil service examinations, or job specification writing; or
- b) Associate's Degree and six (6) years of professional personnel or human resource experience, as specified in a) above; or
- c) An equivalent combination of education and experience indicated in a) and b) above.

SUBSTITUTION NOTES:

1. Post-graduate level education in public, business, or human resource administration or closely related field may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) credits of graduate study per year of experience.
2. Satisfactory completion of an internship in Public Administration in an area of human resources may be substituted on a time-for-time basis for no more than one (1) year of the required experience indicated above.
3. Technical personnel work beyond the clerical level equivalent to (a) above, may be substituted for the required education on a year-for-year basis.

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

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.