

PERSONNEL TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical personnel work some of which is routine but much of which requires the exercise of independent judgment in carrying out the details of the work. Duties involve study of existing and proposed positions and departmental organizations. Responsibilities include making recommendations based on conclusions relative to modification or implementation, all under direct supervision of higher level personnel staff. Trainees receive instruction on the mission and organization of local government and civil service administration, legal and theoretical framework, civil service transactions, appointments processing and the examination program, as well as performance of a wide variety of duties relative to civil service personnel administration. As familiarity with the various duties and processes increases, greater leeway for independent judgment is allowed. Upon successful completion of the one-year training program, the employee is promoted to the full performance position without further examination. Work is performed under general supervision of the Personnel Officer. Supervision is not a function of this class. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives training and assists in administering civil service transaction processes for county and non-county departments and agencies;

Receives training and assists in review of payrolls of non-county agencies and follow up with responsible officials regarding discrepancies;

Receives training and assists in reviewing and processing a wide variety of personnel transaction forms, as well as updating data on roster records, position records, and personnel files;

Receives training and assists in preparation and maintenance of organizational charts;

Receives training and assists in the review of minimum qualifications on applications for examinations;

Receives training and assists in establishing and canvassing eligible lists;

Receives training and assists in reviewing duties of proposed and existing positions for classification purposes and submittal of recommendations to Personnel Officer;

Receives training and assists in job studies for classification purposes;

Receives training and assists in drafting and updating job specifications;

PERSONNEL TECHNICIAN TRAINEE (cont'd)

Receives training and assists in maintenance of employment history records and files for county and non-county departments and agencies;
Attends meetings for training purposes with officials of non-county agencies relative to applications of civil service law and rules, and personnel assistance;
Does special projects as required;
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: Working knowledge of local government functions, operations and organizational structure; working knowledge of New York State Civil Service Law, Rules and policies; working knowledge of the principles and practices of personnel administration; ability to acquire knowledge of techniques involved in job evaluation, classification analysis and examination procedures; 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 communicate effectively both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Bachelor's degree.

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.

TRAINEESHIP COMPLETION NOTE: Appointment to this Trainee position leads to appointment in the full title (Personnel Technician) without further examination after successful completion of a one (1) year traineeship.