

PERSONNEL TECHNICIAN

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. Work involves study of existing and proposed positions and departmental organizations. Responsibilities include reaching conclusions and making recommendations as to modification or implementation, all under direct supervision of higher level personnel staff, as well as a wide variety of duties relative to civil service personnel administration. Work is performed under general supervision of the Personnel Officer. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers civil service transaction processes for county and non-county departments and agencies;
Reviews payrolls of non-county agencies and follows up with responsible officials regarding discrepancies;
Reviews and processes a wide variety of personnel transaction forms, as well as updating data on roster records, position records, and personnel files;
Reviews minimum qualifications on applications for examinations in order to approve or disqualify applicants;
Establishes, certifies and oversees canvassing of eligible lists;
Reviews duties of proposed and existing positions for classification purposes and submits recommendations to Personnel Officer;
Maintains and updates employment history records and files for county and non-county departments and agencies;
Attends meetings with officials of non-county agencies relative to applications of civil service law and rules, and personnel assistance;
Initiates and answers routine correspondence and prepares correspondence for signature by Personnel Officer;
Does special projects as required;
May interview applicants for positions;
May prepare and maintain organizational charts;
May assist in job studies for classification purposes;
May assist in drafting and updating job specifications;
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: Good knowledge of local governmental functions, operations and organizational structure; good knowledge of New York State Civil Service Law, Rules and policies; good knowledge

PERSONNEL TECHNICIAN (cont'd)

of the principles and practices of public personnel administration; working knowledge of techniques used in position classification, organizational studies, wage and salary analyses, and exam administration; working knowledge of interviewing techniques; 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 maintain effective professional relationships; accuracy, initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS:

- a) Bachelor's Degree and one (1) year 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 three (3) 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
- 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.

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.