

## PRINCIPAL 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 to address concerns of affected personnel, in conformance with law, rules and regulations. Extensive and substantive contact is required with third party administrators and New York State officials, as well as employees and concerned individuals, in managing and administering a variety of employee benefits, with regard to claims, eligibility, bargaining unit contracts, and other matters of consequence. Principal level requires increased level of independence and ability to take on difficult and complex assignments and responsibilities. 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)

Provides advice to, and responds to inquiries from, county departments, local agencies, public officials, county and municipal employees, candidates for examination/appointment, and the general public regarding interpretation and implementation of Civil Service Law, Putnam County Rules, policies and practices;

Provides advice to, and responds to inquiries from, county departments and county employees regarding a variety of employee benefits programs including but not limited to health insurance, life insurance, retirement and pension, flexible spending accounts, and interpretation and implementation of Civil Service Law, Putnam County Rules, policies and practices with regard to benefits administration;

Reviews, maintains, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents to ensure compliance with the requirements of Civil Service Law and other applicable laws, rules, regulations, and/or policies;

Interviews candidates for appointment and makes hiring recommendations;

Plans, coordinates and conducts new employee orientations and exit interviews;

Coordinates with appointing authorities regarding Certification of Eligibles and appointments therefrom;

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

Conducts research as it relates to mandatory reporting and compliance activities;

Maintains up-to-date compliance information and prepares required reports, as necessary;

Tracks, monitors and reports on employee benefit eligibility in compliance with mandates of laws, rules and regulations;

Conducts periodic enrollment audits to ensure compliance with mandates of laws, rules and regulations;

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;

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;

PRINCIPAL PERSONNEL SPECIALIST (cont'd)

Researches, collects and analyzes wage and salary data as well as fringe benefit data for labor contract negotiations;  
Uses computer applications or other automated systems in performing work assignments;  
May analyze, evaluate, classify and certify new or existing positions and order examinations, certify lists, or take other action relative to filling a position consistent with Civil Service Law and local rules;  
May write and revise job specifications in accordance with departmental recruitment requirements, minimum standards or codes as established by law;  
May conduct job audits by interviewing employees at their job sites, perform classification analysis and prepare reports of recommended changes;  
May conduct organizational and intra-departmental studies, and/or surveys of other counties and/or private employers, compile analysis and results, and prepare reports as needed;  
May review applications for examination or appointment to determine sufficiency of qualifications;  
May review 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;  
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 the provisions of the New York State Civil Service Law and Putnam County Civil Service Rules and personnel policies; thorough knowledge of employee benefits administration; good knowledge of employee interviewing and selection techniques; good knowledge of techniques used in position classification, organizational studies, wage and salary analyses, and exam administration; skill in planning and organizing work; skill in researching materials to appropriately analyze and assess departmental requests; ability to develop and maintain effective working relationships; ability to organize and analyze facts, make valid comparisons and draw logical conclusions; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials; ability to effectively use computer applications; integrity; sound professional judgment; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Masters degree and four (4) 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 six (6) 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.