

PERSONNEL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is professional administrative work in the personnel field, some of which may be of a routine nature, but much of which is non-routine, highly varied and confidential. Under general supervision, an incumbent in this position exercises a high degree of independent judgment in analyzing problems and developing solutions that, while conforming to relevant law, rules, and regulations, are sensitive to the needs of management and employees under the jurisdiction of the Putnam County Personnel Office. Supervision may be exercised over a small number of technical/clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- 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;
- 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;
- Advises employees on a variety of matters including, but not limited to, contract interpretations, benefits including health insurance, retirement, disability, etc.;
- 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, coordinates with appointing authorities, 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, compensation, or labor negotiations;
- 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;
- Conducts new employee orientations and exit interviews;
- Participates in special studies and handles confidential matters as requested;
- 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;

PERSONNEL SPECIALIST (cont'd)

Initiates and answers correspondence, and may prepare correspondence for the signature of the Personnel Officer;
Uses computer application software such as word processing, spreadsheets, calendars, e-mail, database, and internet resources in performing work assignments;
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 interview candidates for appointment and make recommendations as to hiring;
May develop and/or coordinate training programs in a variety of areas;
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 the principles and practices of public personnel administration; good knowledge of the provisions of the New York State Civil Service Law, rules and regulations, and County Rules; good knowledge of techniques used in civil service appointments, promotions, terminations, position classification, organizational studies, wage and salary analyses, and exam administration; good knowledge of employee interviewing and selection techniques; ability to plan, schedule and organize work efficiently and effectively; ability to research, analyze and assess local agency requests; ability to develop and maintain effective working relationships with 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 conduct job audits using directed interview techniques; 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.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in public or business administration, human resources, labor relations, law (JD), English, communications, education, any of the behavioral sciences or a related field; or
- b) Bachelor's degree and one (1) year of full time experience in administration of a merit system; or
- c) An equivalent combination of training and experience as defined by the limits of 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.