

Jurisdictional Class: Competitive
Adopted: September 23, 1987
Revised: June 11, 2010

PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve independent responsibility for performing a variety of functions in technical areas of public personnel administration such as data collection, rendering assistance to county departments, civil divisions, employees, and the public, and coordinating the examination program. This position also acts as Deputy Personnel Director and, as such, involves responsibility for assisting the Personnel Director in administering and overseeing compliance with the technical provisions of the Civil Service Law and County Civil Service Rules and Regulations for Clinton County and all its civil divisions including towns, villages, school districts, special districts, and the City. As Deputy Personnel Director, duties also include responsibility for planning, implementing, and evaluating a wide variety of county personnel policies and functions. The incumbent has the power to act for and on behalf of the Personnel Director. The work is performed under the general direction of the Personnel Director with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of paraprofessional and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interprets and applies Civil Service Law in the formation of policies and procedures;
Assists in the establishment and administration of a comprehensive classification plan, including classification of positions and preparation/revision of job specifications from data obtained by questionnaire, interview and audit;
Reviews duties of proposed and existing positions for classification purposes;
Coordinates all aspects of the examination program;
Assists in the review of applications for examinations or appointment and eligibility determinations with respect to qualifications;
Oversees the drafting and distribution of examination announcements;
Confers with and acts as consultant for local government officials, county department heads, union officials, and employees concerning a wide variety of matters concerning labor relations, employee benefits and Civil Service Law;
Assists in overseeing the administration of benefit programs for County employees, including health insurance, sick leave bank, flexible spending plan, deferred compensation, leave time, health insurance buyouts, retirement, Employees' Assistance Program, and other related benefits/programs;
Assists in overseeing the development and administration of training programs in response to needs of county personnel;
Assists in planning new methods and procedures for more efficient operation of the Department of Personnel and provides appropriate training to staff;
Assists in the evaluation of subordinate employees;
Assists with a variety of personnel operations including preparation of materials for the Personnel Committee, eligible list certification, roster record maintenance, and payroll certification;
Assists in the preparation of resolutions for the Personnel Committee;
Prepares the annual report for State Civil Service and assists in the preparation of special reports for county, federal and state government as required;

Personnel Technician

Assists in the certification of payrolls for classified positions in county government and municipalities under the jurisdiction of the department;
Prepares Personnel Department payroll, leave time, and personnel paperwork;
May be involved in the collection and compiling of data for labor relations;
Conducts studies as assigned by the Personnel Director;
Acts for the Personnel Director in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of principles of position classification, job evaluation, salary administration, and benefits administration;
Good knowledge of modern public personnel administration;
Good knowledge of employee relations, public relations, performance rating, and recruitment;
Good knowledge of New York State Civil Service Law and County Civil Service Rules and Regulations;
Good knowledge of the organization and functions of local government in New York State;
Good knowledge of county operations and functions;
Ability to plan and implement special studies relating to civil service and personnel activities;
Ability to prepare detailed reports;
Ability to communicate effectively both orally and in writing;
Ability to meet and deal effectively with employees and the public;
Ability to analyze and resolve complex problems;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience in personnel administration or public administration, which shall have included supervision; or
- (b) Completion of at least sixty (60) semester credit hours in a regionally accredited or New York State registered college or university and three (3) years of experience in personnel administration or public administration, which shall have included supervision; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in personnel administration or public administration, which shall have included supervision; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.