

## **PERSONNEL TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of important and responsible technical personnel/human resources work. The work requires extensive contact with public officials, department heads, employees, and the public. General supervision is received from the Personnel Officer. Direct supervision is exercised over human resource clerks and other clerical personnel including exam monitors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Supervises and participates in the implementation of Civil Service Rules, Regulations and procedures; Monitors, advises and consults with various departments, agencies and jurisdictions to ensure compliance with civil service rules, regulations and procedures; Works closely with Information Technology to update and maintain automated payroll system; Acts as liaison with local and state representatives on Civil Service matters; Acts as liaison with other municipalities under the jurisdiction of the Delaware County Personnel Office; Certifies payrolls for municipalities; Supervises and maintains a large variety of Civil Service and personnel records including roster cards; Ensures that the civil service examination process is carried out including the ordering of examinations, security of examination papers, preparation of eligible lists, canvass of lists and the certification of same; Prepares a variety of State and Federal reports; Assists in the classification and preparation of specifications for positions; Reviews qualifications of individuals against specifications and makes determinations or recommendations concerning eligibility for employment or examination; Ensures that the Delaware County Civil Service Rules are maintained and updated properly; Assists in negotiation of collective bargaining agreements; May conduct wage and benefit surveys; Assists in the implementation and interpretation of collective bargaining agreements; May assist in the investigation and processing of grievances; May assist in making recommendations concerning administrative decisions involving personnel; May conduct initial employee orientation interviews, explaining civil service, terms of collective bargaining agreements, employee benefits, etc.; May conduct exit interviews; May conduct or participate in recruitment activities; May act as exam monitor as needed; Composes and types routine correspondence; Acts as assistant to the Personnel Officer.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of New York State Civil Service Law and Delaware County Civil Service Rules; Good knowledge of the principles of public personnel administration; Good knowledge of the techniques used in position classification, wage and salary analyses, and exam administration; Working knowledge of office terminology, procedures, technology and methods; Ability to perform research, analyze data, define problems, formulate solutions and proposals, and produce thorough and accurate reports; Ability to deal with a variety of public officials, employees and the general public and maintain effective professional relationships; Ability to read and comprehend complex written material; Ability to write effectively and to speak competently; Ability to supervise the work of others; Initiative; Resourcefulness; Good judgment; Accuracy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, and either:

- A. Graduation from a college or university with a bachelor's degree and two years of full time professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations or human resource management which shall include the supervision of others; **OR**
- B. Graduation from a college or university with an associate's degree and four years of full time professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations or human resource management which shall include the supervision of others; **OR**
- C. Six years of full time professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations or human resource management which shall include direct supervision of others.
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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