

Jurisdictional Class: Competitive  
Adopted: June 22, 2021

**PERSONNEL SPECIALIST (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving responsibility for the application of Civil Service Law and other personnel matters for the school district. The incumbent may have responsibility for: supplying personnel related information to board members, maintaining personnel records for district employees, participating in applicant tracking and recruiting processes, performing onboarding functions, assisting employees with human resources related matters, completing employment related forms and documentation, completing mandatory reporting procedures, and other related functions. In addition, the incumbent will act as a liaison between the school district and the county personnel department. The work entails a high degree of accuracy, attention to detail, and computer skills. Work is performed under the general supervision, allowing some leeway for independent judgement in matters for which office procedure and policy have been established. Supervisory duties are not generally a function of this position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Creates and maintains records for all employees, including but not limited to: personal information, attendance records, certifications, employment verifications, doctors' notes, paid and unpaid leaves of absence, evaluations, employment checklists, and retirement information;
- Completes postings, tracking, and recruiting practices (i.e. advertising) for open positions, both within the district and on behalf of affiliated agencies;
- Completes salary calculations for new employees and employees with changes in status or position;
- Assists employees with new employment paperwork, explaining various benefits and programs, and assists with questions regarding personnel issues, contract interpretation, and benefits;
- Assists employees with completing requests for Family Medical Leave (FMLA) and unpaid leaves of absence, and tracks leave time utilized;
- Completes board meeting agendas and board letters for all personnel matters, and maintains listings pertaining to retention, layoffs, tenure, provisional appointments, probationary appointments, permanent appointments, etc.;
- Completes quarterly, bi-annual, and annual reports, including but not limited to: Civil Service Payroll Reports, New York State Education Department School Safety and Educational Climate (NYSESED SSEC), and New York State Education Department State Education Department Delegated Account System (SEDDAS);
- Provides requested personnel information to auditors;
- Works with local agencies, government agencies, and the Chief Information Officer (CIO) to ensure accuracy of reports and data;
- Maintains district Unemployment Insurance benefit processing with district departments and the New York State Department of Labor;
- Completes retirement system enrollments, years of service reporting, end of service salary calculations, assist with retirement incentives (i.e. vacation/sick time payout), and meets with employees considering retirement or resignation;
- Processes employment verification forms, student loan forgiveness forms, and other employment related documentation for outside entities;
- Creates and maintains forms and spreadsheets for personnel matters, i.e. vacant position tracking, leave forms and spreadsheets, duties listings, and allowance listings;

## Personnel Specialist (Schools)

Provides personnel information and documentation to county civil service office to ensure compliance with state and local civil service law, rules, and regulations;  
Operates various office machines;  
Special projects as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures, and equipment;  
Good knowledge of business math and English;  
Working knowledge of the principles and practices of position recruitment and examinations, merit system, personnel transactions, and benefits administration;  
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;  
Ability to type accurately at an acceptable rate of speed;  
Ability to perform close, detailed work involving considerable visual effort, concentration and computational skills;  
Ability to analyze and organize data and prepare and maintain detailed records and reports;  
Ability to write legibly;  
Ability to understand and follow complex oral and written instructions;  
Ability to effectively communicate both orally and in writing;  
Ability to establish and maintain effective working relationships with others and to deal effectively with the public;  
Initiative and sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in any field and three (3) years of administrative assistant/clerical experience involving the use of computer applications to enter data, maintain records, and prepare reports, correspondence, and other documents; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of administrative assistant/clerical experience involving the use of computer applications to enter data, maintain records, and prepare reports, correspondence, and other documents.