

Jurisdictional Class: Competitive
Adopted: July 24, 1979 as Senior Personnel Records Clerk
Revised: July 3, 2018

SENIOR PERSONNEL ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work with a high level of independent responsibility for the application of Civil Service Law and Clinton County Rules and Regulations regarding civil service administration for all civil divisions that fall within the jurisdiction of the county. The work also involves a high level of independent responsibility for administering human resource functions for the county. The incumbent may have responsibility for: processing civil service transactions, maintaining employee history records, assisting with classification studies and layoff processes, payroll certification, reviewing of applications, performing human resource functions, contract interpretation, benefits administration, the examination process, eligible list administration, and other related functions. The work entails a high degree of accuracy, attention to detail, and computational skills. Work is performed under general supervision with leeway allowed for independent judgment in matters for which office procedure and policy have been established. Supervision and training may be exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Certifies the payroll for the county, towns, villages, school districts, special districts, and the city and follows through with requesting necessary paperwork to ensure continued certification;
- Contacts department heads, payroll personnel, and agency contact personnel on questions pertaining to payroll errors or failure to follow proper procedures, applications, reports of personnel change forms, etc, as established in Civil Service Law and/or county personnel requirements;
- Maintains and updates detailed computerized personnel and roster records for the county, towns, villages, school districts, special districts, and the city to ensure individuals are employed in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;
- Assists county employees with new employment paperwork explaining various benefits and county programs and assists current county employees with questions regarding personnel issues and contract interpretation and benefits;
- Ensures that the county Payroll Clerk receives necessary paperwork/transactions for payroll and benefit purposes;
- Performs various phases of human resource and benefit administration for county employees, including benefits management of such programs as health insurance, open enrollment, sick leave bank, flexible spending plan, deferred compensation, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program, and other related benefits/programs;
- Plans new methods and procedures for more efficient operation of the Personnel Department;
- Reviews county budget reports to compute contract pay increases/increments, verifies year-end reports to compute contract pay increases/increments, and verifies those part-time employees who will qualify for increment and reduced insurance premium costs for insurance;
- Monitors and continually updates county employee records for the purpose of computing longevity benefits and other benefits per the contract;
- Provides training/assistance to personnel from various jurisdictions to help explain and ensure conformance with Civil Service Law, Clinton County Rules and Regulations, and Civil Service procedures;
- Assists in compilation, processing, and follow-up of Personnel Committee agenda items;
- Conducts initial review and determination of applications for appointments and examinations to ensure candidates meet the required minimum qualification standards and takes appropriate action in accordance with Civil Service Law;
- Discusses, reviews and determines qualifications of candidates with appointing officers;

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Maintains detailed roster records for the county, towns, villages, school districts, special districts, and/or the city to insure individuals are employed in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;

Maintains all aspects of the examination process and eligible list administration which may include exam announcements, canvasses, certifications, exam requests, exam reports, exam schedules, ordering exam supplies, exam notices, eligible lists, preferred lists, New York State Civil Service Law Section 55A applicants, veteran's credits, application review, etc. in accordance with Civil Service Law and Clinton County Civil Service Rules and Regulations;

Advises county departments on personnel needs and contract interpretation;

Assists towns, villages, schools districts, special districts, and the city on civil service processes including classification of positions, payroll certification, appointments, etc.;

Maintains county Unemployment Insurance benefit processing with third party administrators and departments;

Maintains county Worker's Compensation claim processing with third party administrators and departments;

Prepares all aspects of records retention and disposition of records for the department;

Prepares letters, forms, and detailed reports using computer, and monitors and updates reports as necessary;

Compiles and prepares statistical reports, account keeping records and reports for arithmetical and clerical accuracy;

Provides budgetary assistance;

Participates in meetings with county employees regarding benefits into retirement;

Participates, prepares, and plans job fairs to promote recruitment;

Maintains and orders office supplies;

Assists in classification studies, job specification creation, and reviews positions for title change;

Assists in the process of potential layoff situations;

Assist in the training of staff as needed;

Assists in special studies and surveys as assigned;

Operates various office machines;

Special projects as assigned by supervisor or director;

Acts as proctor in conducting examinations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Service Law and Clinton County Civil Service Rules and Regulations;

Good knowledge of proper techniques of public personnel administration;

Good knowledge of distinctions made in Civil Service administration in jurisdictional classification and status of employees;

Good knowledge of office terminology, procedures, and equipment;

Good knowledge of business math and English;

Knowledge of county government operations and functions;

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 perform close, detailed work involving considerable visual effort, concentration and computational skills;

Ability to supervise the work of others;

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;

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Ability to establish and maintain effective working relationships with others and to deal effectively with the public;

Initiative;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Human Resource or a related field; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public Administration, Business Administration, Human Resource or a related field and two (2) years of human resource, public or business administration experience; or

(c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of human resource, public or business administration experience; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.