

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PERSONNEL MANAGEMENT TECHNICIAN **GRADE:** 15

TITLE ABBREVIATION: PERSNEL MGT TECH **TITLE NO.:** 6499

JURIS.CL: C **SALARY CODE:** 07 **UNIT:** C **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: HUMAN RESOURCES **DIVISION:** VARIOUS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing responsible technical work in all phases of public personnel administration. Incumbents will act as liaison with governmental agencies, administrators, supervisors and employees and will be involved in a variety of personnel functions including but not limited to organizational development, recruitment, training, position classification, labor relations, salary administration, EEO/Affirmative Action and Federal and New York State Employment Laws, New York State Civil Service Law. The work is performed in accordance with Department of Human Resources policies and procedures under the general supervision of the Director to which assigned with latitude for independent judgment in determining work methods and procedures. This class differs from that of Personnel Technician by virtue of having more latitude for independent action, supervision and direction over employees within the unit assigned, and the increased scope and complexity of duties. Traveling in the course of a workday may be required and assignments outside normal working hours may be given. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises program managers, supervisors and employees on applicable laws, rules, directives, or negotiated agreements which affect the appointment, promotion, transfer, reinstatement, termination or annual salary of employees;

Analyzes requests for new positions and makes recommendations as to title and grade based upon data collected from department head interviews, employee duty statements, desk audits, salary surveys, employee workload and/or other pertinent information;

Develops and maintains effective procedures for timely probationary work evaluations and for employee work performance ratings and appraisals;

Assists in developing and maintaining an organizational classification plan designed to achieve agency goals;

Assists in human resource planning by studying organizational relationships and the impact of changing programs on existing positions and organizational structures;

Participates in meetings, conferences, and trainings to keep current on trends in personnel management, Civil Service Law, Federal and New York State Employment Laws, rules and regulations;

Leads, supervises and trains employees assigned in the unit to ensure accurate completion and understanding of specific policies and procedures;

Develops and presents training sessions to supervisory personnel and unit employees in areas related to personnel management;

Investigates pertinent background and gathers factual data on individual grievances, disciplinary matters and allegations of discrimination;

Uses computer applications such as spreadsheets, word processing, and other database systems to compose and prepare written reports, manuals, handbooks and/or correspondence which may include elementary statistics and numerical figuring;

May interview employees and supervisors concerned to assist in resolving grievances at the lowest possible level;

May assist with the implementation or modification of new or existing human resource projects or employee services such as training, identification cards, blood drives, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the fundamentals of public personnel administration; thorough knowledge of Civil Service Law and the Orange County Rules and Regulations; good knowledge of local government structure and operation; good knowledge of techniques involved with job evaluation, classification analysis, organizational development and examination procedures; good knowledge of various functional areas in the personnel field and the interrelationship of these functions; working knowledge of effective training techniques; computer skill in operating standard applications such as word processing, spreadsheets, etc; ability to conduct analytical studies and develop sound conclusions; ability to prepare detailed reports; ability to present ideas effectively both orally and in writing; ability to establish rapport and good working relationships with officers, employees and the public at all levels in an organization; ability to fulfill field requirements of the position; good judgment, tact, initiative, resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years of full time experience in professional personnel administration; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and four (4) years of experience as described above; OR
- C. Graduation from High School or possession of a High School equivalency diploma and six (6) years of experience as described above.

SPECIAL REQUIREMENT: Possession of a valid driver's license.