

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PERSONNEL TECHNICIAN **GRADE:** 14

TITLE ABBREVIATION: PERSONNEL TECH **TITLE NO.:** 6498

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

DEPARTMENT: HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the application and administration of New York State Civil Service Law and Orange County Civil Service Rules in municipalities, school districts and County departments under the jurisdiction of Orange County. The position also involves classification and job evaluation, training and development, the preparation of reports, the examination and recruitment process, labor relations, field audits and extensive contact with local officials, Department Heads and all levels of employees. Work is performed in accordance with established policies and procedures under the supervision of the Director of the division to which assigned with latitude granted for the exercise of independent judgment. 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:

Attends to the administration of the classification plan including but not limited to, analyzing statements of duties, developing and maintaining class specifications, conducting desk audits, reviewing allocation of classifications;

Reviews requests for the classification of new jobs, assigns jurisdictional classifications and prepares specification for positions in the classified service;

Ensures compliance with Civil Service Law and rules through explanation of the law and the obligation of all the parties involved, answers inquiries, etc.;

Makes field visits to jurisdictions to review personnel records, payrolls, conduct job audits, evaluate jobs and develop specifications;

Prepares and presents various training and development programs for County employees, municipal officials and other audiences;

Prepares reports of findings, recommendations, cost and related papers such as organization charts, job specifications and evaluations;

Provides guidance to local officials, department heads and employees in procedural matters relating to New York Civil Service Law and Orange County Civil Service Rules;

Maintains files, supporting records and data in connection with organization studies, contractual agreements, classification, salary and benefit administration and department assignments;

Administers special programs or projects such as the Clerical Office Assistant program, Blood Donor program, Exit Interview program, county newsletter, Employee Education Reimbursement Program, New Employee Orientation program, job fairs, etc.

Assists with and provides direction and supervision of day-to-day operations involving, but not limited to, department timekeeper inquiries, county or municipal transactions, payroll certification, examinations and eligible list administration, employee complaints and/or discipline investigations;

Approves municipal transactions, rates decentralized training & experience exams and reviews applications for employment/examination;

Assists with a variety of human resources operations including, but not limited to, the resolving exceptions taken on payroll certifications, eligible list certification, roster card maintenance, and labor relations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of fundamentals, practices, and procedures of public human resource administration; good knowledge of Federal and New York State Employment Laws, New York State Civil Service Law and Orange County Civil Service Rules; good knowledge of local government structure and operation; good knowledge of techniques involved in job evaluation, classification analysis and examination procedures; good knowledge of County personnel organization, procedures, policies and services; ability to ascertain, organize, and analyze facts, make valid comparisons, and draw logical conclusions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain working relationships with officers, employees and the public; ability to prepare and present various training and development programs; ability to communicate effectively both orally and in writing; good judgment; 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 or higher and two (2) years of experience in a human resources or personnel department of a government or not-for-profit agency or large company which shall have included position classification, personnel administration, recruitment, employee training or employee/labor relations; OR
- (B) Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years of experience as defined in (A) above; OR
- (C) Completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of experience as defined in (A) above; OR
- (D) One (1) year as a Personnel Technician Trainee.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

NOTE: A large company is one that employs 100 employees or more.

REVISED: 12/4/17 at