

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** PERSONNEL TECHNICIAN TRAINEE **GRADE:** 13

**TITLE ABBREVIATION:** PERSONNEL TECH TR **TITLE NO.:** 6494

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

**DEPARTMENT:** HUMAN RESOURCES

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** Trainees receive on-the-job training while performing increasingly responsible and independent activities in the area of technical personnel administration as it applies to Orange County and the municipalities, school districts and special districts located therein. Trainees will become acquainted with classification and job evaluation, training and development programs, the preparation of reports, the examination and recruitment process, labor relations, and the administration and application of relevant County policies, collective bargaining agreements, Federal and New York State Employment Laws, New York State Civil Service Law and Orange County Civil Service Rules. Work is performed under the direct supervision of the Director of the division to which assigned. Traveling in the course of a workday may be required and assignments outside normal working hours may be given. Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the title of Personnel Technician without further examination. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Receives training and 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;

Receives training and provides guidance to local officials, department heads, and employees in procedural matters relating to Federal and New York State Employment Laws, New York Civil Service Law and Orange County Civil Service Rules; ensures compliance with Civil Service Law and rules through explanation of the law and the obligation of all the parties involved, answers inquiries, etc.;

Receives training and assists in the preparation and presentation of various training and development programs for County employees, municipal officials and other audiences;

Receives training and attends to the administration of contractual agreements, salary and benefit plans, evaluating class specifications, conducting comparative wage and salary studies;

Maintains files and supporting records and data in connection with classification and departmental assignments;

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

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

Assists with and provides direction 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;

Assists with a variety of human resources operations including, but not limited to, 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:**

Working knowledge of fundamentals, practices, and procedures of public human resource administration; working knowledge of local government structure and operations; working knowledge of Federal and New York State Employment Laws, New York State Civil Service Law and Orange County Civil Service Rules; ability to acquire knowledge of techniques involved with job evaluation, classification analysis and examination procedures; 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 effective working relationships with county officers, department heads, municipal officials and employees; 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 one (1) year 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 a 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 two (2) years of experience as outlined in (A) above; OR
- (C) Completion of a 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 three (3) years of experience as outlined in (A) above.

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

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

**REVISED:** 12/04/17 AT