

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** STAFF RESOURCES COORDINATOR **GRADE:** 10

**TITLE ABBREVIATION:** STAFF RESOURCE COOR **TITLE NO.:** 566270

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** AS **FLSA CODE:** NE

**DEPARTMENT:** RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** STAFF RESOURCES

**SUPERVISOR'S TITLE:** DIRECTOR OF STAFF RESOURCES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating personnel transactions and supporting the payroll functions for the Department of Residential Health Care Services. Under general supervision of the Director of Staff Resources, the incumbent assists and leads in the administration of automated payroll and personnel functions for the department. This classification is responsible for assisting the Director of Staff Resources with the supervision and oversight of departmental payroll and clerical staff assigned to the unit. Work is performed in compliance with federal, state, local and facility rules and regulations with latitude for independent judgment in the details of the work. An incumbent in this class may work holidays or weekends to meet payroll deadlines, when required. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Compiles and processes necessary documents and forms regarding employment status changes (i.e. new hires, terminations, leaves of absence, transfers) for each pay period and prepares personnel/payroll change forms;

Responds to inquiries concerning wage or employment verification, payroll, personnel, civil service, retirement, worker's compensation, or benefits from employees, supervisors, or outside agencies;

Interacts with personnel from County Payroll, Human Resources or Risk Management to resolve personnel, payroll and insurance benefits issues on behalf of employees of the department;

Acts as a liaison with County Human Resources regarding vacancy review, job specifications, leaves of absence requests, civil service eligible lists and certifications, or job postings;

Monitors vacancies of positions and prepares Personnel Hiring Requests; tracks status and ensures authorization to recruit is granted; maintains automated tracking systems of position records;

Responsible for ensuring that all licensed personnel have current licenses or certificates on file; ensures that recording system is accurate;

Assists with the recruitment of staff through creating advertisements, canvassing Civil Service certifications, or in-house posting of employment opportunities; may attend and participate in job fairs;

Ensures the orderly and confidential maintenance of employee personnel records and reviews files with employees and supervisory personnel as requested;

Assists and participates in all payroll functions including, but not limited to, time and attendance, leave accrual calculation, distribution of employee paychecks, processing and calculation of leave adjustments, payroll adjustments, and leave balance restorations from disability or worker's compensation claims;

Ensures timely submission of department's payroll to County Payroll; verifies accuracy of statement of earnings and resolves issues pertaining to salary, payroll deductions, or payroll earnings;

Coordinates the implementation and maintenance of an automated payroll system which includes automated timeclocks; troubleshoots issues with timecards, ID badges, timeclock defaults or other database or hardware issues; works with consultants and vendors to ensure payroll system remains fully operational; coordinates the preparation and distribution of ID badges for the facility;

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

Composes and prepares correspondence applying knowledge of departmental operations and regulations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern payroll and personnel systems related to public employment; good knowledge of County payroll procedures and benefits; good knowledge of Civil Service regulations and CSEA collective bargaining agreement; computer skill operating standard business applications such as word processing, spreadsheets, database software, e-mail, etc.; ability to readily acquire familiarity with the law, regulations, policies, practices functions and personnel of the department; ability gather and organize data; ability to plan and lead the work of others; ability to present oral and written comments clearly and concisely; tact in dealing with people and confidential material; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Completion of sixty (60) credits 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 human resources related work experience in one or more of the following activities: processing personnel and/or payroll records using automated systems, employee screening or recruitment, or benefit orientation, one (1) year of which must have been in a supervisory capacity; OR
- B) Graduation from high school or possession of an equivalency diploma and three (3) years of experience or its as described in (A) above, one (1) year of which must have been in a supervisory capacity.