

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** PERSONNEL COORDINATOR

**TITLE #:** 1472

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for providing assistance in the coordination and administration of the personnel functions for Orange-Ulster BOCES. Work is performed under the general supervision of the Assistant Superintendent, with wide leeway for independent judgment. May assist with the supervision of clerical staff assigned to the personnel office. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Functions as a liaison between the Personnel Department, BOCES staff and component school district staff and interprets policies, rules and regulations;

Implements administrative regulations relating to personnel matters;

Reviews work flow and procedures to identify technology needs of the department to ensure efficient operation of the office;

Assists with personnel related functions including, but not limited to, attendance monitoring, certification verification, orientations, and employee training;

Collects data for financial projections for contract negotiation, salary reviews, and to prepare reports and documents required by the NYS Department of Education;

Assists in the recruitment, interviewing, and selection of candidates;

Communicates pertinent information to all administrators and supervisors and assists in the preparation of agency-wide communications to staff;

Collaborates with IT Department to update and/or implement new software applications;

May investigate worker's compensation, legal, retirement and disciplinary issues;

Assumes any additional duties and responsibilities as may be assigned by the Assistant Superintendent for Personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of state and federal laws and regulations that apply to personnel administration; ability to gather facts, analyze data and produce complete and thorough reports; ability to establish and maintain working relationships with administrators, 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; accuracy; initiative, resourcefulness; physical condition commensurate with the demands of the position.

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**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 Master's Degree in Business, Education, Human Resources or related field and one (1) year of experience involving the administration or management of personnel related functions which must have included training; 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 a Bachelor's Degree in Business, Education, Human Resources or related field and two (2) years of experience as outlined in (A) above; OR
- (C) 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 three (3) years of experience as outlined in (A) above; OR

**JURISDICTIONAL CLASSIFICATION:** Competitive.

**Revised 8/17/17 dc**

ADOPTED: 07/12/17 hm