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 or in a school district. 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 and appropriate 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 or supervising administrator.

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) Possession of 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) Possession of a Bachelor's Degree or higher in Business, Education, Human Resources or related field and two (2) years of experience as outlined in (A) above; OR

(C) Possession of a Bachelor's Degree or higher and three (3) years of experience as outlined in (A) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

JURISDICTIONAL CLASSIFICATION: Competitive.
Revised 11/2/22