

HUMAN RESOURCES ASSISTANT*

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work in a human resources and personnel environment. The work consists of a wide variety of personnel and human resources related functions, including providing support to higher-level administrators. Much of the work is performed independently. The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) is provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides information concerning a variety of personnel/human resources related issues, laws and rules (e.g., benefits, retirement, policies and procedures, transactions, examinations, etc.);
Facilitates the completion of a variety of personnel transactions and forms through an automated human resources system;
Assists employees via phone/in-person on personnel issues regarding employee payroll, appointments, minimum qualifications, retirement, health insurance, etc.;
Provides support by researching and analyzing information, compiling data and providing recommendations, etc.;
Evaluates and approves applications for positions;
Reviews payrolls for certification and creates correspondence detailing payroll discrepancies to ensure accuracy and compliance;
Gathers and compiles personnel and salary data (e.g., by use of an automated system) and generates reports (e.g., for budget preparation);
Establishes, updates and maintains accurate personnel records and files (both digital and physical), including new hires, terminations, promotions and other employee status changes;
Assesses the current automated personnel system to ensure system integrity and alignment with departmental goals and objectives;
Plans and conducts routine training programs (e.g., new employee orientation);
Completes special projects as assigned;
Acts as liaison with vendors and/or software companies in updating and streamlining various workflow processes and provides recommendations for changes;
May provide support to the payroll department by ensuring employee data is accurate and up-to-date, such as salary changes, hours worked, etc.;
May input payroll and employee's time, as needed;
May attend a variety of meetings;
May act as liaison between employees and insurance companies to discuss areas such as workers compensation, claims submitted, etc.;
May act as the process improvement lead for various personnel procedures and/or processes;
May serve as a liaison for diverse clients and staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of professional personnel and human resources principles and practices; good knowledge of public contract principles and practices; good knowledge of practices and procedures as they apply to personnel and human resources transactions; good knowledge of maintaining files and records; good knowledge of, and the ability to understand and interpret laws and rules applicable to personnel and human resources processes and procedures; good knowledge of the New York State Civil Service Law**; good knowledge of and the ability to perform administrative functions; good knowledge of job analysis and position classification; good knowledge of the process to evaluate employment qualifications; good knowledge of and the ability to research and analyze information and data; ability to make visual comparisons and identify errors or discrepancies;

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ability to determine personnel and human resources needs and provide solutions; ability to prepare reports; ability to maintain a variety of files and records; ability to use computer software and applications; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma, and five (5) years of responsible experience in a human resources or personnel capacity*** as a major function of the work (major function is defined as 50% or more of the day-to-day work experience); or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and three (3) years of responsible experience in a human resources or personnel capacity*** as a major function of the work (major function is defined as 50% or more of the day-to-day work experience); or
3. A Bachelor's degree or higher and one (1) year of responsible experience in a human resources or personnel capacity*** as a major function of the work (major function is defined as 50% or more of the day-to-day work experience).

PROMOTION: Two (2) years of permanent status as a Human Resources Clerk.

*This reflects a retitling of Personnel Assistant.

**To be demonstrated during the probationary period.

***Personnel/human resources work shall be defined as duties and responsibilities in any one or more of the following areas: recruitment/selection, wage and salary administration, job analysis, classification, training, career planning and development, payroll, or related function. The work must have substantially involved the knowledge and application of laws, rules and regulations and policies pertaining to personnel work, particularly in New York State.