

HUMAN RESOURCES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional human resources/personnel and civil service administration work of a complex nature involving responsibility for coordinating and implementing a variety of personnel functions and New York State Civil Service-related activities, including responsibility for civil service administration, project leadership, policy development and providing specialized technical guidance to appointing authorities, employees and the public. The work requires independent judgment in overseeing civil service and human resources operations and ensuring that processes, procedures and projects are carried out accurately and in accordance with established laws, rules, regulations and requirements. The position emphasizes civil service administration, human resources operations, personnel compliance and strategic human resources project management. The work is performed under the general direction of the Commissioner of Personnel or higher-level administrator. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and administers New York State Civil Service-related activities, including examinations, application screening, eligibility determinations, certifications of eligible lists, position classification reviews and related transactional processes;

Supervises professional, technical and clerical staff engaged in civil service and human resources/personnel functions;

Provides administrative oversight of the review and evaluation process of applications submitted for appointment, promotion or examination participation and determines eligibility in accordance with New York State Civil Service Law and Rockland County Civil Service Rules;

Oversees the preparation of examination-related materials, certification records, candidate notifications and correspondence associated with civil service processes;

Coordinates civil service transactions such as appointments, promotions, transfers, removals and other personnel actions, ensuring accuracy, compliance and proper documentation;

Provides specialized technical guidance to departments regarding civil service requirements, including classification standards, position changes, examinations, eligible lists, recruitment requirements and related procedures;

Conducts or participates in classification and compensation studies by gathering data, analyzing organizational needs and preparing recommendations for position allocation or reclassification;

Participates in or coordinates human resources/personnel activities such as recruitment support, applicant screening, updating job descriptions, conducting data reviews and maintaining personnel records;

Assists departments in applying personnel policies, procedures and employment-related requirements, providing guidance on operational issues, documentation needs and personnel processes;

Supports personnel policy development by researching best practices, identifying required updates and preparing draft procedures and recommendations;

Prepares reports, memoranda and correspondence relating to human resources/personnel administration and civil service operations;

May prepare and deliver training or informational materials related to civil service procedures, personnel policies, employment requirements and human resources topics;

May represent the Department of Personnel at meetings, conferences, training events or other activities requiring knowledge of civil service processes, personnel administration or human resources operations.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Service Law and Rockland County Civil Service Rules, including their application to examinations, eligible lists, certifications, appointments, position classification and personnel transactions; thorough knowledge of human resources/personnel administration principles and practices, including recruitment/selection, job analysis, position classification, performance management, training and development and personnel policy implementation; thorough knowledge of applicable Federal and State employment laws, rules and regulations as they pertain to public sector personnel administration; good knowledge of administrative principles and practices and the ability to coordinate and manage civil service and human resources projects; good knowledge of human resources information systems (HRIS) and related personnel data applications used to administer civil service and human resources processes; ability to understand, interpret and apply complex information, including laws, rules, classification standards, personnel policies, examination requirements and procedural guidelines; ability to communicate effectively, both orally and in writing, with department heads, supervisors, employees, applicants and external agencies; ability to prepare clear and accurate reports; ability to establish and maintain effective working relationships; ability to supervise professional, technical and clerical staff; ability to demonstrate sound judgment, discretion, accuracy, reliability and maintain confidentiality.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and seven (7) years of progressively responsible* paid managerial or administrative work experience in human resources/personnel or civil service administration, three (3) years of which must have included direct oversight of staff performing two (2) or more human resources/personnel or civil service functions (e.g., recruitment and talent acquisition, selection, civil service examinations and eligible list administration, civil service transactions, job announcements/job descriptions, job analysis and classification, job development, resume/application review, compensation, payroll interface, employee benefits administration, employee training and development, employee and labor relations, performance management, compliance, HRIS management, etc.).

NOTES:

1. A Bachelor's degree or higher in Psychology, Industrial/Organizational Psychology, Labor Relations, Human Resources, Business Administration, or comparable degree may be substituted for one (1) year of the general experience.

2. Graduation from high school or possession of an equivalency diploma plus additional years of the required paid work experience may be substituted for the college degree on a year-for-year basis.

*Progressively responsible experience is defined as demonstrating a clear progression in the level of responsibility, complexity of assignments, independent judgment, decision-making authority, accountability, or supervisory/administrative duties. Progression may occur within a single position or across multiple positions and should reflect increasing professional growth rather than merely additional years of experience.

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