

## **HUMAN RESOURCES SYSTEMS TECHNICIAN\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is higher-level technical/paraprofessional work involving responsibility for performing activities related to the operation and maintenance of an automated integrated payroll and personnel/human resources records system and for participating in the processing of personnel transactions in accordance with applicable federal, state and local laws, including the New York State Civil Service Law, the Rockland County Civil Service Rules and applicable labor agreements. The work involves substantial use of independent judgment, is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Processes and approves personnel/payroll forms and transactions and enters employee data into the automated personnel/payroll system such as new hires/rehire, promotions, demotions, salary adjustments, etc. in accordance with Civil Service law, Rockland County Civil Service Rules and current labor agreements;

Reviews personnel/payroll change forms for accuracy, makes corrections as necessary and enters employee data into the automated personnel/payroll system and OnBase Unity Client applications;

Prepares documentation and a variety of reports (e.g., payroll, benefits, contracts, salary increases, vacancy and/or provisional/temporary, mandated reporting, etc.);

Engages in discussions with department staff to review current systems and policies, identify issues and propose necessary improvements;

Advises county employees and management on the established interpretations and applications of labor contracts, New York State civil service law, and Rockland County civil service rules;

Researches employee histories upon request from management or department staff and provides information on employment status, seniority, retention, compensation, etc.;

Assists in table maintenance review and system maintenance (e.g., job codes, position and salary tables);

Assists in implementing system updates and enhancements to improve system functionality and operational processes in collaboration with the ITS department and personnel system users;

Meets with and provides guidance and information to payroll administrators in County departments to evaluate and resolve on-going system related issues and makes effective recommendations for changes;

May act as liaison with computer software vendors (e.g., Peoplesoft/Oracle) in order to resolve problems and/or revise system set up;

May perform related human resources functions (e.g., classification, appointments, transactions, examination processes, labor relations, rule changes, etc.).

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of professional personnel and human resources principles, practices and procedures; good knowledge of computer systems administration, including software used in the processing of data with respect to personnel transactions and reports; good knowledge of personnel and human resources payroll operations, records and procedures; good knowledge of Rockland County labor contracts\*\*; good knowledge of New York State Civil Service Law and Rockland County Civil Service Rules\*\*;

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good knowledge of the provisions of labor agreements that pertain to County employees\*\*; ability to understand, interpret and apply law and rules applicable to personnel and human resources processes and procedures; ability to prepare written material and reports; ability to understand and interpret complex written material; ability to organize complex data; ability to communicate effectively both orally and in writing; ability to evaluate information and solve problems, especially as they pertain to the County's personnel/payroll system; ability to establish and maintain effective working relationships with employees at various levels of government.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and three (3) years of professional human resources/personnel (e.g., beyond the clerical level) work experience that involved human resources information systems administration responsibilities (e.g., compensation management systems, time and attendance systems, core Human Resources systems that manage employee records, payroll, benefits administration, etc.) as the major function of the work (major function is defined as 50% or more of the day-to-day work experience).

**NOTES:**

1. A Bachelor's degree or higher in Psychology, Industrial/Organizational Psychology, Labor Relations, Human Resources, Business Administration or a comparable curriculum may be substituted for one (1) year of the professional human resources/personnel (e.g., beyond the clerical level) work experience that involved human resources information systems administration responsibilities (e.g., compensation management systems, time and attendance systems, core Human Resources systems that manage employee records, payroll, benefits administration, etc.) as the major function of the work (major function is defined as 50% or more of the day-to-day work experience).
2. Graduation from high school or possession of an equivalency diploma plus additional years of the professional human resources/personnel (e.g., beyond the clerical level) work experience that involved human resources information systems administration responsibilities (e.g., compensation management systems, time and attendance systems, core Human Resources systems that manage employee records, payroll, benefits administration, etc.) as the major function of the work (major function is defined as 50% or more of the day-to-day work experience) may be substituted for the college degree on a year-for-year basis.

\*This reflects a retitling of Personnel System Technician.

\*\*To be demonstrated during the probationary period.