

SENIOR HUMAN RESOURCES TECHNICIAN*

DISTINGUISHING FEATURES OF THE CLASS: This is lead technical/professional work involving substantial responsibility for performing and overseeing a variety of complex personnel/human resources functions in accordance with applicable laws and rules. The work is distinguished by the higher-level scope of work assigned, the independent judgement exercised, the oversight of lower-level staff and the advisory nature of the work. Specific functions may include classifications and development of job specifications, recruitment and selection, civil service examination and eligible list administration, personnel related transactions, employee benefits and compensation, etc. The work is performed under the direction of a higher-level administrator and work guidance is usually provided to clerical and technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the day-to-day activities in the civil service administration process and provides guidance to others as needed (e.g., in the review of employment applications to determine qualification of candidates for appointment or for admittance to examinations, the dissemination of examination announcements, the coordination of civil service examinations, job analysis questionnaires, surveys, Civil Service Rules change, the processing of personnel transactions, requests for examination assistance, annual report, etc.);

Coordinates and participates in the completion of a variety of human resources procedures and/or special projects (e.g., employee benefit and compensation reports, etc.);

Reviews civil service law, labor contracts and personnel-related laws (e.g., Family and Medical Leave Act), summarizes information and prepares reports in order to assist with the interpretation of same, as needed;

Provides work guidance to others, as needed, by explaining internal processes and procedures, assisting in the resolution of problems, identifying resources and information to use to perform functions, etc.;

May participate in classification procedures by evaluating requests for classification reviews, assigning and conducting desk audits, completing classification actions, analyzing and recommending improvements to classification procedures and providing guidance to others as needed;

May develop, revise and interpret job specifications and provides guidance regarding same;

May engage in the process and procedures to conduct NYS administered and decentralized civil service examinations, (e.g., the oversight of application review and candidate admissions, scheduling staff, test facility arrangements, exam day oversight, etc.), manage special circumstances (e.g., alternate test dates, physical fitness examinations, medical and psychological examinations, etc.) and resolve related issues;

May participate in the administration of employee benefits and rights (e.g., health insurance, extended sick leave, Family and Medical Leave Act (FMLA), New York State Unemployment Insurance, retirement, Americans with Disabilities Act (ADA), etc.);

May act as liaison with the New York State Department of Civil Service concerning various mandated activities and procedures (e.g., appointments, promotions, transfers, position classification, examination administration, the review of examination rubrics, etc.);

May prepare or coordinate the preparation of documentation (e.g., resolutions for the establishment of new positions, reclassifications, contracts, salary increases and other personnel actions, employee benefits, etc.);

May represent the Department of Personnel at meetings or other forums, when assigned, in order to answer questions and provide information.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional personnel and human resources principles, practices and administration (e.g., job analysis and position classification, selection, compensation and benefits, payroll, etc.); thorough knowledge of, and ability to understand, interpret and apply laws and rules applicable to personnel and human resources processes and procedures; thorough knowledge of New York State Civil Service Law; thorough knowledge of Rockland County and/or local government structure and organization**; ability to coordinate and complete diversified personnel/human resources related projects (e.g., application review, civil service examination process, job analysis and position classification, management of eligible lists, etc.); ability to identify problems and develop solutions; ability to analyze information, prepare and interpret reports; ability to use computer software and applications; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material (e.g., New York State Civil Service law and rules, manuals and guidelines, etc.); ability to provide work guidance to staff; ability to establish and maintain effective working relationship with employees at various levels of government and with the public.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and four (4) years of professional human resources/personnel (i.e., beyond the clerical level) work experience that involved personnel/human resources responsibilities (e.g., recruitment and talent acquisition, selection, classification, job development, compensation and employee benefits, payroll, employee training and development, employee and labor relations, performance management, compliance, HRIS management, etc.) as the major function*** of the work.

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

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

*This reflects a retitling of Personnel Specialist.

**To be demonstrated during the probationary period.

***Major function of the work is defined as 50% or more of the day-to-day work experience.