

PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of important and responsible technical personnel/human resources work. The work requires extensive contact with public officials, department heads, employees, and the public. General supervision is received from the Personnel Officer. Direct supervision is exercised over personnel clerks and/or other clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and participates in the implementation of Civil Service Rules, Regulations and procedures; Advises and consults with various departments and/or agencies to ensure compliance with civil service rules, regulations and procedures; Acts as liaison with state representatives on Civil Service matters; Acts as liaison with other municipalities under the jurisdiction of the Delaware County Personnel Office; Certifies payrolls for municipalities; Supervises and maintains a large variety of Civil Service and personnel records; Ensures that the civil service examination process is carried out including the ordering of examinations, security of examination papers, preparation of eligible lists, canvass of lists and the certification of same; Prepares a variety of State and Federal reports; Assists in the classification and preparation of specifications for positions; Reviews qualifications of individuals against specifications and makes determinations or recommendations concerning eligibility for employment or examination; Ensures that the Delaware County Civil Service rules are maintained and updated properly; Assists in negotiation of collective bargaining agreements; Conducts wage and benefit surveys; Assists in the implementation and interpretation of collective bargaining agreements; May assist in the investigation and processing of grievances; May assist in making recommendations concerning administrative decisions involving personnel; May conduct initial employee orientation interviews, explaining civil service, terms of collective bargaining agreements, employee benefits, etc.; May conduct exit interviews; May conduct or participate in recruitment activities; Composes and types routine correspondence; Acts as secretary to the Personnel Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Civil Service Law and Delaware County Civil Service Rules; Good knowledge of the principles of public personnel administration; Working knowledge of office terminology, procedures and methods; Ability to conduct special studies and surveys; Ability to deal with a variety of public officials, employees and the general public; Ability to read and comprehend complex written material; Ability to write effectively and to speak competently; Ability to supervise the work of others; Initiative; Resourcefulness; Good judgment; Accuracy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelors degree and one year paid experience involving personnel/payroll work which shall include the supervision of others; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an associates degree and three years paid experience involving personnel/payroll work which shall include the supervision of others; OR
- C. Five years of progressively responsible clerical work involving personnel/payroll work which shall include the supervision of others.

Revised 4/8/87, 5/23/00