

PERSONNEL TECHNICIAN (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves managing and coordinating all personnel functions, including recruitment, compensation and benefit services, personnel files, report preparation and certification. The work is performed under the direct supervision of the District Superintendent. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Recruits for unclassified and classified staff according to union contracts, state education regulations, and civil service requirements; Reviews all applications for job appropriateness, sends follow up correspondence, and files applications or sends on to appropriate division for consideration; Responds to all inquiries from the general public and other agencies regarding job opportunities; Responds to questions from BOCES staff regarding a variety of personnel issues; Coordinates activities with payroll and benefits clerk regarding new hires or changes which effect payroll status of regular employees; Reviews all recommendations for employment in regard to salary, classification, benefits and tenure status; Develops schedule of staff appointments for review at School Board meetings; Assures all BOCES teaching staff are appropriately certified, files temporary license applications for all uncertified staff, and provides follow up guidance to all uncertified staff to assure they are working toward certification in a timely fashion; Maintains central, accurate and up-to-date personnel records as they relate to service records, evaluations, and current status on all employees, both active and inactive; Prepares reports necessary to carry out functions of the department including Basic Educational Data System reports, seniority listings, tenure status reports, and recall lists; Prepares reports regarding BOCES staff for administration upon request; Plans, implements, and maintains a program of orientation for new employees; Coordinates a candidate recruitment/referral program for participating school districts; Prepares and reviews personnel procedures and employee handbook to ensure compliance with negotiated union contracts and federal/state regulations including Equal Employment Opportunity, Affirmative Action, Family and Medical Leave Act and Americans with Disabilities Act; Advises district/BOCES personnel on teacher certification matters related to the appropriate hiring and placement of staff; Acts as liaison with Office of Teaching in teaching certification matters including the review and submission of applications to the State Education Department; Prepares and makes presentations on teaching certification matters upon request for district staff and area colleges; Advises employees of leave of absence procedures including interaction with sick leave banks and the administration of the BOCES Family and Medical Leave Act policy; Interacts with Coordinator of Employee Relations and the Assistant Superintendent for Instructional Services; Coordinates activities for employees regarding compensation and benefits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles of public personnel administration; Good knowledge of employee interviewing and interviewing techniques; Working knowledge of New York State Civil Service Law and the requirements of certification by the New York State Department of Education; Ability to deal with employees and the public in all levels and categories; Ability to read and comprehend complex written material; Ability to write effectively and to speak competently; Ability to understand human behavior and work cooperatively with other people; Ability to make decisions; Mature judgement; Initiative; Resourcefulness; Accuracy; Highly organized with the ability to prioritize work; Physical condition commensurate with the

demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business or public administration and two years personnel/payroll experience, OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business or public administration and four years personnel/payroll experience, OR

C. An equivalent combination of training and experience as indicated in (A) or (B).

Adopted: 7/18/95

Revised: 7/27/95