

SENIOR PERSONNEL ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and technical work involving a high degree of independent judgment in the field of public personnel administration. The work is carried out in accordance with established procedures and involves the study of problems and rendering service to all appropriate governmental sub-divisions in the County. Positions in this class are distinguished from those of the Personnel Associate class by the greater complexity, responsibility and difficulty of the work required of incumbents of Senior level position. Supervision is exercised over the work of subordinate Personnel Associates and clerical staff. General supervision is received from the Personnel Officer. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the development and maintenance of job classification plans;

Supervises and participates in surveys including establishing and maintaining schedules, developing and reviewing questionnaires;

Assists towns, villages, school districts, County departments and special districts in meeting the requirements of the Civil Service Law and the Broome County Rules for the Classified Civil Service;

Reviews applications for examination or appointment and makes recommendations as to qualifications of applicants;

Supervises and participates in recruitment and benefit programs;

Develops new methods and procedures for more efficient operation of the department;

Trains other employees in various aspects of personnel, Civil Service, and benefits administration;

Oversees employment procedures in the department, particularly with respect to personnel changes and transfers, certification of eligible lists, terminations and the maintenance of employee personnel files;

Counsels current and prospective employees on employment possibilities, job development, examination administration, personnel rules and regulations, and insurance and retirement benefit programs;

Directs the analysis and preparation or individually prepares a variety of reports and recommendations concerning personnel transactions programs, policy procedures and appeals;

Develops programs and oversees the administration of insurance programs, tuition assistance, absence control, retention programs, etc.;

May develop test items, gather examination material and compile examinations for positions not requiring the services of an expert examiner;

May assist in the development, preparation and implementation of

affirmative action, training and educational programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of public personnel administration;
- Thorough knowledge of principles of position classification, job evaluation, employee and public relations, recruitment and salary administration;
- Thorough knowledge of employee relations, recruitment, salary administration, insurance and retirement benefits;
- Thorough knowledge of the State Civil Service Law and the Broome County Rules for the Classified Civil Service;
- Good knowledge of government operations and functions;
- Working knowledge of the organization and functions of local government;
- Working knowledge of data processing techniques;
- Ability to plan and supervise the work of others;
- Ability to carry out and make special studies relating to personnel activities;
- Ability to prepare detailed reports;
- Ability to meet and deal effectively with employees and the public;
- Ability to secure facts through observation, interview and investigation, and to analyze and evaluate information secured;
- Ability to establish and maintain effective working relationships;
- Ability to analyze and resolve complex problems;
- Sound judgment;
- Initiative;
- Tact;
- Courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two years experience in personnel administration.

NOTE: A Master's Degree in one of the above fields may be substituted for one year of experience.

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COMPETITIVE