

**PERSONNEL ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** A Personnel Associate assists the Personnel Officer in administering and enforcing the provisions of New York State Civil Service Law and County Civil Service Rules as they relate to County departments, towns, villages, City of Little Falls, school districts and special districts. The work also includes providing technical support for the human resource function in County government. The work is performed under the instruction and supervision of the Personnel Officer. Supervision is exercised over the work of subordinate Personnel Department staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Reviews payrolls and personnel change forms from County departments and various municipalities and districts to assure compliance with civil service law and rules;
- Reviews duties statements and prepares classification recommendations and job specifications for final approval of Personnel Officer;
- Maintains classification plan, revising and updating existing class specifications as directed by Personnel Officer;
- Interprets and applies the Civil Service Law in personnel transactions, keeping abreast of changes in the law;
- Provides counseling to representatives of County departments and municipalities on interpretation of laws, rules, questions of procedure, recent developments and technical problems;
- Monitors County hiring, employment and discipline policies to insure compliance with all Federal and State laws and rules;
- Provides information to employees in matters of benefits and civil service rights;
- Researches various civil service and human resource matters as directed by the Personnel Officer;
- Prepares various statistical studies and reports;
- Assists in maintaining roster records and other personnel records for all civil service employees;
- Assists and advises in the formulation of County policy on labor, personnel, health insurance and other issues relating to the operation of the County;
- Assists in labor negotiations for the County, with the special duty of researching and preparing proposals for presentation during negotiations;
- Assists in administering negotiated contracts, interpreting the meaning of various provisions to County management, County Legislature, individual employees and employee organizations;
- Assists in formulating employer policies for the County service;
- Assists in administering employee benefit programs for the County, including health insurance, employee attendance and accrued time records;
- Assists in developing the annual department budgets.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles and practices of public personnel administration; good knowledge of the New York State Civil Service Law and Local Rules; working knowledge of New York State Workers' Compensation Law and Volunteer Firefighters' Benefits Law and associated administrative decisions and interpretations; working knowledge of the organization and functions of local governments of New York State; working knowledge of State and Federal legislation and regulations affecting public personnel administration; working knowledge of supervisory principles and techniques; working knowledge of the general principles and practices used in modern labor relations; ability to establish and maintain an effective working relationship with employees, department heads and elected officials in County government and municipalities; ability to understand and interpret complex written material; ability to express oneself clearly and concisely both orally and in writing; ability to analyze and resolve complex problems; sound judgment; a high degree of tact, courtesy and discretion; integrity; 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 Master's Degree in industrial labor relations, public administration, political science, personnel or business administration or a related field and one year of personnel administration experience;
- Or (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the areas noted in (A) above and three years of personnel administration experience;
- Or (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.