

HUMAN RESOURCES SPECIALIST II

DISTINGUISHING FEATURES OF THE CLASS: Under supervision and in accordance with New York State Civil Service Law and Westchester County Local Rules, an incumbent in this class performs professional human resource functions for Westchester County departments and local jurisdictions. Assignment may be to the County Civil Service and Salary Administration, Local Civil Service Administration or Recruitment and Selection units in the Department of Human Resources. Incumbents are responsible for interpreting and implementing Westchester County personnel practices and policies and providing support services to County departments or local jurisdictions in the application and implementation of civil service rules and regulations and County Personnel rules and practices. Duties require the use of judgment and knowledge of departmental operations. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

When assigned to the County Civil Service and Salary Administration or Local Civil Service Administration Unit:

Consults and advises department heads, local officials or their representatives on the application, interpretation and implementation of Westchester County personnel policies and practices and New York State Civil Service Law, rules and regulations to ensure correct and consistent application and compliance;

Analyzes, evaluates, classifies and certifies new or existing positions;

Conducts job audits by interviewing employees at their job sites, performs classification analyses and prepares reports recommending changes in accordance with organizational objectives and procedures;

Conducts organizational and intra-departmental studies and surveys involving contacts with other counties and private industries, compiles and analyzes results and prepares reports to aid in classification of positions;

Develops and revises job specifications in accordance with departmental recruitment requirements, minimum standards or codes as established by law, job duties as established through task analysis, examinations and EEO guidelines;

Prepares submissions to budget committees of the County, Local or School Boards for new title approval and title deletions, reclassifications, etc.;

Establishes and maintains effective working relationships with department heads, local officials and their administrative representatives, union representatives, etc.;

Reviews, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents in accordance with the requirements of Civil Service Law and Westchester County Personnel Rules and Regulations;

Responds to inquiries and requests for information from a variety of persons including Appeals Board members, elected or appointed officials, employees, candidates for appointment or examination, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Confers with other staff members on matters which cross departmental or jurisdictional lines and provides information and documentation to the Recruitment and Selection and Personnel Records Units, New York State Civil Service Division, Administration Unit, Labor Relations, and EEO to ensure the expeditious completion of work;

Participates in special studies and handles confidential matters as requested;

Acts as a consultant to the Recruitment and Selection unit with regard to the review of questionnaires, applications, exam scopes, promotional fields, interpretation of minimum qualifications, etc.;

Participates in meetings, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service law, rules and regulations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform internal compensation analyses and external salary surveys to aid in the proper compensation and allocation of classifications and ensure internal organizational comparability and competitive allocation of classifications;

May participate in the classification appeal process by discussing and defending determinations before the Classification and Compensation Appeals Board;

May ensure compliance with the terms and conditions of negotiated labor agreements;

May participate in the out-of-title grievance hearing process to determine if the grievant is appropriately classified and compensated for the work assigned;

May assist with the implementation and modification of new or existing human resource projects or systems;

When assigned to Recruitment and Selection:

Reviews qualifications of applicants against job specification requirements for admission to exams or appointment to County or local positions;

Contacts candidates for additional information or documentation needed to meet requirements;

Reviews examination scopes against job specifications to ensure their appropriateness to job requirements, consulting with Local or County Civil Service Administration units, County departments and local jurisdictions, and communicates the results to New York State Examiners in requesting examinations or changes to the exam scope;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Reviews and analyzes eligible lists in terms of sufficiency to fill vacancies, and when appropriate prepares documentation to request new examinations;

Assists with the establishment and certification of eligible lists and all supportive documentation in accordance with Civil Service law and Westchester County Personnel Rules;

Sends questionnaires to appointing authorities for completion, in response to requests for exam assistance from the state, reviews completed questionnaires for content and completion, reviews with the Local or County Civil Service Administration units, and returns to the state;

Proposes promotional fields and reviews with Local or County Civil Service Administration units, departments and local jurisdictions to provide advice and gain information to meet recruitment and staffing needs;

Reviews qualifications of applicants against job specification requirements and proposes revisions to existing minimum qualifications based on trends or patterns of training and experience identified during the review process that seem reasonable for inclusion in the minimum qualifications;

Consults with Local or County Civil Service Administration staff regarding classification, specifications, staffing trends, etc., in County Departments and local jurisdictions;

Participates in the scheduling of examinations and planning for the logistics of the testing site;

Participates in the development and distribution of examination announcements;

Administers tests and reviews test scores for locally administered examinations and performance tests;

May train and supervise clerical support staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public personnel administration; good knowledge of techniques used in position classification, organizational studies, wage and salary analyses, and exam administration; good knowledge of employee interviewing and selection techniques; good knowledge of the provisions of the New York State Civil Service Law and Westchester County Personnel and Civil Service Rules; skill in planning and organizing work; skill in researching materials to appropriately analyze and assess departmental requests; ability to conduct job audits using directed interview techniques; ability to develop and maintain effective working relationships with department heads,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

local officials, management and administrative level staff, union representatives, etc.; ability to ascertain, organize and analyze facts, make valid comparisons and draw logical conclusions; ability to identify and resolve personnel problems; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; creativity; tact; integrity; sound professional judgment; courtesy; neat personal appearance; positive customer service approach; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Human Resources Management or closely related field and one year of professional personnel/human resources experience, including experience in one or more of the following areas: job classification, recruitment**, civil service examinations, or job specification writing; or (b) a Bachelor's Degree* and two years of experience as stated in (a).

SUBSTITUTION: Satisfactory completion of a Master's Degree in Human Resources Management or closely related field may be substituted for one year of experience. Satisfactory completion of a one year Public Administration internship in New York State civil service administration may be substituted for the two years of experience in (b).

**DEFINITION: Recruitment is defined as experience where the primary focus of the position included at least two of the following elements: a) conducting job skill and experience needs analysis; b) leading candidate searches using such methods as job fairs, web-based advertising, professional networking, etc. c) participating in the screening and selection process; or d) conducting formal job orientation seminars or retention analysis.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J. C.: Competitive
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Job Class Code: E0564
Job Group: X