

HUMAN RESOURCES SPECIALIST III

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and in accordance with New York State Civil Service Law and Westchester County Local Rules, an incumbent in this class performs advanced professional human resource functions for Westchester County departments and local jurisdictions. Assignment may be to the County Civil Service and Salary Administration or Local Civil Service Administration 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. Incumbents at this level exercise independent judgment within the framework of applicable rules, regulations, policies and procedures, in the performance of their duties, both in terms of planning and accomplishing work and in making decisions regarding departmental needs and requests; act in an advisory capacity over lower level specialists and support staff in the office; and are the primary contact for departmental staff regarding all human resource issues. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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 further 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.)

Conducts and participates in special studies and handles confidential matters as requested;

Coordinates activities with other sections of the department, 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;

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 performed;

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

May perform other incidental tasks, as needed;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public personnel administration; thorough knowledge of techniques used in position classification, organizational studies and wage and salary analyses, and exam administration; thorough knowledge of employee interviewing and selection techniques; thorough 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; skill in conducting job audits using directed interview techniques; skill in the use computer applications such as spreadsheets, word processing, calendar, e-mail

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

and/or database software; ability to develop and maintain effective working relationships with department heads, 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, laws, codes, regulations; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; 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 three years of professional personnel/human resources experience, including experience in two or more of the following areas: job classification, recruitment**, civil service examinations**, or job specification writing; or (b) a Bachelor's Degree* and four 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.

**DEFINITIONS: 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. Civil Service Examinations experience would include functions such as application review, review and analysis of examination requests, review and evaluation of examination content, etc.

NOTE: Satisfactory completion of an internship in Public Administration in an area of human resources may be substituted for one year of the required experience, but candidates must have at least one year of the above stated experience.

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.