

MANAGEMENT ASSISTANT (PRC PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: Performs and supervises departmental personnel and payroll services. Under general supervision and working within the framework of the County Personnel and Finance Departments' rules and procedures, the incumbent carries out the departmental aspects of personnel administration and payroll services and maintains all records related to these functions. Supervision is exercised over departmental payroll, clerical and other staff in discharge of these responsibilities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works closely with the Departmental division heads in planning for organizational and staffing needs;

Supervises the recruitment and placement of staff in accordance with Affirmative Action and Civil Service requirements, conducting employment interviews and coordinating the filling of vacancies with unit needs;

Supervises a staff engaged in the technical, administrative and clerical functions involved in personnel actions;

Coordinates the development and supervision of the implementation of personnel systems as required;

Administers the employee performance evaluation program;

Coordinates inter-departmental transfers and promotions;

Directs departmental staff in the review of qualifications of applicants and employees against specifications;

Writes job descriptions and qualifications for positions consistent with requirements of Public Health Laws and Sanitary Codes;

Carries out special studies required by the County and the department regarding employees;

Supervises the staff development, training and orientation programs for all employees;

Supervises the preparation of personnel section of the department's annual budget;

Assists in employee relations and labor matters;

Plans and directs the implementation of all changes in existing personnel and payroll systems;

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

Supervises all payroll functions such as time and attendance, distribution of employee paychecks, lump sum payments, processing of Worker's Compensation and retirement paperwork and the payroll and personnel changes mandated by the County and union contracts;

Represents the Department in inter-departmental meetings regarding payroll and personnel functions of the Department;

Interacts with personnel from County Departments in carrying out responsibilities of the position.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles of modern public personnel administration, including recruitment, interviewing techniques and placement; good knowledge of the New York State Civil Service Law and Westchester County Personnel Rules; ability to supervise subordinate employees; ability to deal with officers, employees and the public in all levels and categories; ability to implement and coordinate personnel practice and procedures; ability to communicate effectively, both orally in writing; initiative; good judgment, courteous, tact; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of professional personnel experience.

NOTE: A Master's Degree* in Public Administration, Business Administration, Personnel Management, or related field may be substituted for the above experience at the rate of 30 credit hours per year. Experience obtained as an intern in public administration may be substituted for an equal amount of professional personnel experience.

*SPECIAL NOTE: Education beyond the secondary 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.