

PERSONNEL AUDITOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class conduct routine field audits for the purpose of data collection and fact finding for classification and compensation determinations. This is an entry level professional position during which incumbents gain skills in arriving at technical classification and compensation determinations with emphasis on the ability to interview employees and report facts accurately in written form. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interviews employees and conducts job audits to ascertain duties or responsibilities performed;

Conducts and responds to salary surveys to determine market rates for salary and compensation levels;

Prepares reports of factual finding on audit assignments for presentation either in writing or verbally;

Prepares original job specifications or revises existing ones based on job audits or other pertinent information;

Coordinates activities with other Personnel Staff on compensation and classification matters;

Retrieves personnel/payroll data from automated roster records or other sources as assigned;

Researches information about new position classifications needed to develop a new job title and job specification;

Performs related duties associated with interviewing, report writing, specification writing, and other related matters.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the fundamentals of public personnel administration; familiarity with interviewing techniques; familiarity with the general principles of classification and salary administration; ability to elicit factual information from employee about their jobs through interviewing; ability to communicate effectively both orally and in writing; ability to deal effectively with people and secure their cooperation; initiative; courtesy; tact; neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree*.

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*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.

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Job Class Code: C0762
Job Group: VII