

PERSONNEL RECORDS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises and coordinates activities in the maintenance and operation of a large automated personnel record system. Responsibility involves providing technical and administrative direction in the processing, verification and approval of transactions affecting the employment status of all Medical Center employees under County jurisdiction to ensure conformance with Civil Service Law, Westchester County Personnel Rules, labor agreements and administrative procedures. Work also involves generating reports based on available information in the automated system as required by management staff. Regular contacts with administrative staff to ensure the accuracy and appropriateness of transmitted personnel data, and also with Data Processing staff on the technical aspects of the operation of the record system is also a function of this position. Supervision is exercised over a number of clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and approves Medical Center personnel transactions to ensure accuracy and compliance with Civil Service Law, Westchester County Rules, and hospital policies;

Generates various reports to address various personnel and civil service requirements including: State Annual and Monthly reports, Affirmative Action Annual Report, statistical reports used by the Director of Labor Relations during contract negotiations, etc.;

Supervises clerical staff in the timely and accurate processing of personnel transactions such as new hires, promotions, demotions, salary adjustments, internal and external leaves, terminations, etc.;

Corrects inaccuracies and discrepancies in employee records in automated roster file;

Participates in meetings with management and administrative staff to analyze existing systems and policies and recommends new procedures and/or revisions in order to insure maximum utilization of current and/or future resources;

Develops and implements procedures for appropriate Personnel Records Management in accordance with established laws and regulations of the State Education Department for records retention;

Oversees the employment verification process in response to business, banking, and employee inquiries;

Responds to: Freedom of Information Requests, inquiries from the NYS Retirement System regarding current and former employees', civil service history and payroll history;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the application and interpretation of Westchester County Civil Service Rules as they apply to personnel transactions and payroll; good knowledge of the personnel records and systems in use in Westchester Medical Center, including practices and procedures; good knowledge of records administration within an automated data processing environment; good knowledge of the provisions, applications, and interpretations of current contracts in use by Westchester Medical Center; ability to plan, supervise and direct the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to interpret complex written material; ability to communicate clearly and concisely, both orally and in writing; ability to work well with others; creativity; tact; courtesy; reliability; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of personnel clerical and/or administrative experience, three of which must have been in a public agency and have included the operation and utilization of a large automated records system, one year of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits toward an Associate's Degree* or a Bachelor's Degree* may be substituted for one year of the personnel clerical/administrative experience exclusive of the three years of specialized experience.

*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.