

PERSONNEL STAFF ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class performs technical personnel work such as recruitment, selection, placement, training, and counseling of personnel in accordance with established New York State Civil Service Law and Westchester County rules and administrative procedures. Supervision may be exercised over clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Canvasses eligible candidates on Civil Service lists in order to fill competitive class positions;

Reviews qualifications of candidates to verify that they meet requirements of positions;

Posts vacant positions; interviews and refers qualified job applicants to division heads;

Discusses eligible candidates with division heads and assists in the selection process;

Provides information on administrative procedures and the application of Civil Service Law and Personnel Rules in staffing;

Transmits requests to the Department of Human Resources for the creation of new positions or the change of existing positions with appropriate forms and documentation;

Prepares personnel transactions, forms and reports in support of managerial action;

Assists with special studies as assigned;

Assists in budget preparation and financial control; compiles statistics as required;

May conduct orientation for new employees to provide them with information on their employment status and expectations;

May counsel employees or refer them to Employee Assistance;

Prepares time and attendance reports for division or departmental unit;

Maintains detailed confidential personnel records and files, and processes payroll/personnel documents;

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

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the fundamentals of public personnel administration including recruitment, placement, and training; good knowledge of employee interviewing techniques; working knowledge of New York State Civil Service Law; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with the public, public officials, administrators, and all levels of employees; ability to read and interpret written materials; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; initiative; good judgment; courtesy; tact; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate's Degree*, or satisfactory completion of 60 credits*, and either (a) three years of human resource experience where the primary function involved one or more of the following activities: job classification, job evaluation, interviewing, recruiting, specification writing, training, or examinations preparation; or (b) three years of supervisory, technical** public human resource experience in an office responsible for administering New York State Civil Service laws; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Satisfactory completion of an additional 30 credits* may be substituted on a year for year basis for up to two years of the above stated experience.

**Technical public human resource experience is defined as the review and approval of complex personnel transactions, or the performance of support functions related to the administration of civil service examinations, to ensure conformance with Civil Service laws, rules and regulations, and generating and compiling complex computerized reports involving personnel statistics.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.