

SENIOR HUMAN RESOURCES CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position coordinates and performs various specialized administrative support and clerical functions in the Department of Human Resources. This is the highest level of this series and requires the exercise of independent judgment in the performance of reporting and civil service procedures within the human resource/payroll automated system. Incumbents may act in a lead capacity or may supervise lower level clerical workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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 other incidental tasks, as needed.

WHEN ASSIGNED TO ADMINISTRATION UNIT:

Supervises and trains employees in new procedures affecting personnel transactions and in the application of Civil Service Rules related to those procedures;

Supervises and participates in maintaining and updating a centralized automated personnel system by recording approved transactions;

Using a computer, reviews and approves complex personnel transactions and payroll time transactions completed by Human Resource Audit Clerks;

Assists in the resolution of questions from departmental and local payroll clerks and appointing officials regarding procedures and documentation concerning civil service and administrative rules;

Supervises the maintenance of confidential personnel records systems (automated, hard copy, microfilm and microfiche);

Assists with records management activities including archiving records;

Ensures that required follow-up on personnel and civil service procedures such as probationary, professional and temporary appointments, etc., are completed and recorded;

Audits and reviews service credits to determine time and leave benefits (i.e. extended sick leave, longevity, etc.);

Types letters, memorandums, forms, etc. related to personnel transactions and administrative procedures;

Generates and compiles complex reports from an automated system involving personnel statistics, vacancies, appointments, etc.;

EXAMPLES OF WORK: (Illustrative only) (Con't)

Confers with superior on questions involving interpretation of Civil Service rules, Personnel Rules, etc.;

Reviews payroll certifications of local jurisdictions and county departments to ensure accuracy and compliance with Civil Service law.

WHEN ASSIGNED TO EXAMINATION UNIT:

Supervises, coordinates and performs support functions related to the administration of civil service examinations including list establishment, list certification, etc., in an automated system;

Monitors the preparation of eligible lists and appropriate certification of these lists to departments for appointments in accordance with Civil Service law and rules;

Reviews and monitors the scoring and rating of examinations and performance tests for accuracy and timeliness;

Assists in the review of simple exam applications in determining applicant eligibility;

Coordinates and performs the canvassing of civil service lists and appointment procedures in accordance with Civil Service law, County rules and regulations and administrative policies and procedures;

Processes appropriate transaction forms and documentation, and maintains up-to-date status of position lines, promotions, demotions, increments, transfers, separations, leaves without pay, out of title payments, probationary periods, evaluation reports, vacancy reports, staff change reports, time and attendance reports, leaves of absence, extended sick leaves, etc. using both manual and automated record systems;

Oversees the maintenance of complex records, files and cross-indexes (both manual and automated);

Responds to inquiries and complaints over the telephone or in person;

Provides administrative support to Human Resource managers by handling routine functions independently;

Handles and reviews routine correspondence;

Assembles information and related material for reports, as requested;

Types letters, memorandums, eligible list certifications, forms, etc.;

Confers with managers on questions involving interpretation of Civil Service Rules, Personnel Rules, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of New York State and Westchester County Civil Service rules and public personnel practices and procedures as they apply to personnel transactions and examinations; good knowledge of the personnel records and systems used in Westchester County; good knowledge of modern office procedures in the preparation and maintenance of records; knowledge of the provisions, application and interpretation of current negotiated labor agreements in use in Westchester County; ability to plan, supervise and direct the work of others; ability to communicate effectively both orally and in writing with good command of the English language; ability to establish and maintain effective working relationships; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; accuracy; reliability; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of clerical experience, three of which must have been in a public sector (government) personnel, payroll or human resource department where the primary function was processing and auditing records in a computerized system using database or word processing applications.

SUBSTITUTION: Satisfactory completion of 30 credits* in public or business administration, or in a field of human resources, may be substituted for each year of the clerical experience as indicated above exclusive of one year in a public sector (government) personnel, payroll or human resource department processing and auditing records in a computerized system.

*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.