

STAFF ASSISTANT (HUMAN RESOURCES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position performs various administrative support and complex clerical functions, involving both routine and confidential personnel matters, to assist the Commissioner and senior managers in the County Human Resource Department in the implementation of various program objectives. The incumbent is responsible for exercising independent judgment in relieving principals of administrative details, and in the interpretation and application of established personnel policies and procedures. Supervision may be a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides administrative support to managerial and administrative staff in handling routine personnel functions independently;

Provides information, and prepares and processes appropriate forms and documentation related to background checks, training, recruitment, facilitation of committee meetings, new hire on-boarding, recognition activities and succession planning activities, etc.;

Maintains detailed general and confidential personnel records and files, manually and on an automated system;

Prepares important and confidential correspondence, reports, charts, spreadsheets, etc., utilizing word processing and other applications, and generates complex personnel reports from an automated system;

Confers with administrative staff on questions involving interpretation of Human Resources policies and procedures, and other applicable laws, rules and regulations;

Responds to inquiries regarding routine personnel practices, procedures and services;

Opens and screens mail and answers it independently or routes it with background material as necessary;

Compiles and analyzes information and data for reports as required;

Assists in developing and implementing training programs to meet staff development needs of county departments and local jurisdictions, including trainings related to succession planning and talent management systems.

Acts as a liaison within and between departments, local agencies, employees, and the public;

Relieves principals of details which do not require their personal attention by the use of discretion, tact and a comprehensive knowledge of departmental policies and procedures;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures and the preparation and maintenance of manual and automated records; knowledge of research methods; ability to prepare reports and present clear, concise and factual information; familiarity with New York State Civil Service Law; familiarity with job specifications and position classification; familiarity with HR policies and procedures; ability to compose and edit important letters and memoranda; ability to comprehend and carry out routine written and oral instructions; ability to maintain absolute confidentiality; ability to learn and apply fundamental and basic concepts of civil service law and rules; ability to deal effectively with the public and employees; ability to communicate effectively, both orally and in writing; ability to independently carry out complex staff or administrative support assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; dependability; accuracy; discretion; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and one year of clerical or staff experience in a public personnel office ; and one year experience facilitating group instruction and training, including technology instruction or one year supervision of staff in technology field.

*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: C3197
Job Group: VIII