

ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATIVE SERVICES  
(BOCES #1-Yorktown)

GENERAL STATEMENT OF DUTIES: Assists in the direction and coordination of human resources and administrative services for the Department of Human Resources and Administrative Services; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Human Resources and Administrative Services, an incumbent of this class assists in the performance and supervision of human resources and administrative services for the Human Resource and Administrative Services Department of BOCES #1. Responsibilities include, but are not limited to, implementation of policies and procedures, work flow, record keeping, staff development, training and departmental management of information systems. Considerable initiative and independent judgment are used in the performance of duties. Supervision is exercised over clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the direction and coordination of human resources and administrative services for the Human Resource and Administrative Services Department;

Assesses the professional development needs for the office professional, instructional and supervisory staff. Provides training or secures outside trainers, as needed;

Assists in preparation of departmental budget;

Assists in the initiation and implementation of departmental policies and procedures;

Assists in the development and implementation of policies, procedures and training for crisis and safety plans required by the NY State Department of Education;

Assists in the handling of personnel-related functions, including hiring, attendance monitoring, certification, orientations, etc.;

Reviews work flow and procedures and initiates changes to ensure a smooth operation of the office;

Interprets Human Resource rules and regulations to staff, agency personnel and the public;

Identifies technology needs of the department making recommendations for the automation of administrative procedures to streamline workflow;

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EXAMPLES OF WORK: (Illustrative Only)(Continued)

Collaborates with the IT Department to update and/or implement new software applications;

Collects data and prepares reports and documents required by the New York State Department of Education;

Utilizes computer software applications in the performance of the job;

Assists in the preparation of agency-wide communications to parents and staff;

Acts as liaison between the HR department, BOCES staff and component school district personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office management, organization and terminology; good knowledge of the capabilities involved in the input and output of computerized data; good oral and written communication skills; ability to plan, lay out and supervise the work of others; ability to analyze data and communicate it effectively to others; ability to effectively use computer applications software; ability to train, lead discussions and make formal presentations; ability to establish and maintain effective working relationships with school district administrators, officials, BOCES staff; good judgment; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree in Business, Education, Human Resources or closely related field and three (3) years of experience in a position involving management, training and/or technical functions in an automated systems environment, including or supplemented by six (6) months of supervisory experience; or (b) a Bachelor's Degree and four (4) years of the specialized experience as stated in (a) above, including or supplemented by six (6) months of supervisory experience; or (c) a Master's Degree in Business, Education, Human Resources or closely related field and two (2) years of the specialized experience as stated in (a) above, including or supplemented by six (6) months supervisory experience; or (d) a satisfactory equivalent combination of the foregoing training and experience.

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SUBSTITUTION: Possession of a certificate from a college or university based program in Human Resource Management, Human Resource Development, Leadership Management, or closely related field may be substituted for six (6) months of the required experience, but the six (6) months of supervisory experience is required.

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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:  
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.