

## PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position facilitates the administration of personnel functions within a school district's Personnel Office or Department of Human Resources by performing various specialized administrative and clerical functions related to both the classified/unclassified and certified/non-certified personnel of the school district. The incumbent of this position has extensive contact with district division directors, supervisors, employees, other school districts and the general public. This position requires the exercise of independent judgment in the performance of personnel and/or civil service administration procedures. Supervision may be exercised over subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares vacancy announcements based on data submitted by department heads and/or supervisors;

Responds independently to all communications from potential candidates and maintains related files;

Assists in the preparation of all internal job descriptions based upon discussions with department heads and maintains current file of job descriptions with related skills profiles;

Pre-screens all resumes of candidates for certified and non-certified positions and may conduct exit interviews;

Performs the canvassing of Civil Service lists and prepares paperwork required for appointment;

Advises program supervisors of Civil Service Rules as they relate to the hiring, promoting and terminating of personnel, and works to ensure compliance with same;

Prepares reports of personnel changes to be submitted to the County Department of Human Resources;

Acts as contact/liaison with the New York State Education Department on various issues (i.e.; teacher certification, fingerprinting, temporary licenses, etc.);

Writes classified ads for all positions;

Conducts orientation for new employees;

Collects and analyzes data collected from other school districts or sources for negotiations purposes;

Acts as liaison with employment agencies to fill salaried and temporary positions;

Coordinates special projects such as recruitment fairs, employee recognition programs, etc.;

Assists in the maintenance of employee personnel and benefits enrollment records and files;

May assist Benefits Assistant and/or Health Claims Processor, as needed;

Receives, reviews and approves applications for FMLA time to ensure eligibility and applicability to state and federal regulations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Writes and tracks correspondence between the agency and employees regarding their request for, and status of, leaves;

Oversees time and leave for all employees to ensure accuracy;

Provides information on all leave procedures and policies;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of personnel administration principles, practices, procedures, and terminology as it relates to both certified/non-certified and classified/unclassified personnel; good knowledge of Westchester County Civil Service Rules, policies and procedures; good knowledge of benefits administration; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to conduct special projects under general supervision; ability to establish and maintain effective working relationships with individuals at all levels and categories both inside and outside of the district; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to communicate effectively, both orally and in writing; good initiative and judgment in the conduct of analyses, courtesy; integrity; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience where the primary function of the position was personnel work, which must have included one or more of the following activities: job evaluation, recruiting, staff training or benefits administration.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to two (2) years of the specialized experience described above. There is no substitution for the one year of experience where the primary function of the position was personnel work, as detailed above. All coursework must be verified by official transcript.

\*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.

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.