

HUMAN RESOURCES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing the more complex technical phases of personnel administration including the supervision of the day to day operations of the Human Resources Office. The incumbent serves as a resource in matters pertaining to New York State Civil Service Law, and other personnel related issues. Work is performed under the general supervision of the Human Resources Director in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Supervision may be exercised over lower level clerical titles involving the assignment of duties and performance evaluation. Does related tasks, as required.

TYPICAL WORK ACTIVITIES:

Maintains and facilitate records and information related to the administration of the County's Self-Funded Health and Dental plans enrollment and billing process;
Process, distribute and reconcile monthly insurance invoices;
Process County payroll biweekly;
Enter and complete new hire paperwork into various systems and spreadsheets;
Maintains and updates personnel files, salary and wage schedules and County employees' accruals of sick, personal and vacation leave including end of year processing and annual reporting;
Handle employee questions, concerns and discrepancies pertaining to insurances, payroll and various HR topics;
Administer and track employee Cobra benefits and FMLA;
Respond to NYS DOL unemployment claims and disputes;
Facilitate and administer annual open enrollment;
Performs various civil service functions and maintains up to date records as required;
Acts as a civil service consultant to appointing authorities, and answers routine questions concerning personnel policies and procedures;
Prepares class specifications from data obtained by completed questionnaires, new position duties statements, interviews and audits;
Researches and compiles various statistical and/or billing reports;
Coordinates meetings with outside vendors;
Maintain, troubleshoot and coordination of the employee ID system;
Researches and reports on general personnel matters such as sick leave abuse, compensatory time, and hours worked;
Prepares correspondence and draft correspondence for Human Resources Director review;
Assists the Human Resources Director with the administration of various County human resource and labor relations programs;
May oversee civil service examination and payroll certification processes;
Conducts interviews and audits in relation to classification study;
Analyzes appeals for title and salary changes and submits findings and recommendations to Human Resources Director;
May be called upon to serve as a back-up to personnel responsible for administration of the civil service examinations program in the absence of assigned staff;
Acts as a liaison between County, employees and outside agencies;
Performs clerical and para-professional duties, as assigned.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of civil service records, personnel actions, payroll certification, and examination process; good knowledge of the provisions of New York State Civil Service Law and the Local Civil Service Rules and Regulations; good knowledge of payroll practices; working knowledge of the principles and practices of public human resources administration; ability to use applicable computer software; ability to prepare written material and compile statistics; ability to maintain confidentiality; ability to understand complex oral and written material; ability to type at an acceptable rate of speed; initiative, resourcefulness, tact and courtesy, integrity, and dependability.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of a Bachelor's degree or higher in Business Administration, Public Administration, Human Resource Management or related field, **and** two (2) years of full time paid experience in personnel work in the public or private sector.

OR

- B. Possession of an Associates degree in Business Administration or related field, **and** four (4) years of full-time paid experience in personnel work in the public or private sector.

OR

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- C. Six (6) years of full-time paid experience in personnel work in the public or private sector.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class