

PERSONNEL SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work involving responsibility for overseeing the Ulster County BOCES Personnel Department. The incumbent supervises and performs a variety of personnel related activities, including maintaining employee personnel records, administering employee benefits programs, overseeing payroll activities and advising department heads on personnel and civil service matters. The work is performed under direct supervision a higher level employee. Supervision is exercised over a small number of clerical and/or paraprofessional employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees employee benefits programs, including health insurance, sick leave, vacation and retirement;

Administers unemployment insurance program, maintaining records, protesting inappropriate charges, compiling necessary information for, and occasionally participating in, unemployment insurance hearings;

Coordinates critical personnel functions such as contract administration and policy recommendation and development;

Reviews and maintains personnel records of employees;

Oversees payroll specialists and assists with the development of processes and procedures;

Prepares salary information for the payroll department;

Verifies payroll;

Compiles data and prepares salary plans for administration's review and approval;

Provides pre-retirement information to employees;

Prepares, maintains, updates and recommends changes to the personnel manual;

Advises department heads and employees on personnel and civil service matters;

Assists with the coordination of all civil service reporting activities, serving as liaison between department heads and the County Personnel Department;

Assists in labor negotiations by gathering and compiling data;

Prepares a variety of reports and postings, Personnel Department budget, salary analysis, position listings, vacancy postings;

Participates in staff meetings with department heads;

Responds to written and verbal inquiries from a variety of internal and external sources; identifies relevant issues and recommends or implements a remediation plan;

Assists with the investigation of grievances and/or complaints from employees concerning sexual harassment, pay and/or assignment disputes etc.;

Assists in the development and monitoring of performance evaluation systems;

Coordinates and assists with the entire recruitment process of instructional and non-instructional personnel, including but not limited to: advertising vacancies, screening applicants, conducting interviews, and new employee orientation;

May be responsible for Equal Employment Opportunity compliance and reporting.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of human resources administration, including employee benefit programs and labor relations; good knowledge of laws, rules and regulations pertaining to payroll functions; good knowledge of financial record keeping practices and procedures; good knowledge of modern office practices, procedures and equipment including HR technology and current computer and data processing equipment; good knowledge of State and Federal employment laws and applicable rules, policies and regulations; good knowledge of laws, rules and regulations concerning the recruitment process; good knowledge of business arithmetic; ability to read and interpret complex laws and regulations including those dealing with civil service, unemployment insurance, retirement systems and health insurance; ability to design payroll forms and reports; ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to plan and supervise the work of others; ability to learn and use automated information systems; initiative; tact; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Business Administration, Public Administration, Human Resources or a closely related field and two (2) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration, experience performing payroll activities or a closely related field; **OR**
- B. Possession of a Bachelor's Degree in Business Administration, Public Administration, Human Resources or a closely related field and three (3) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration, experience performing payroll activities, or a closely related field; **OR**

- C. Possession of an Associate's Degree in Business Administration, Public Administration, Human Resources or a closely related field and five (5) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration, experience performing payroll activities or a closely related field; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or it's part-time equivalent, technical experience in personnel/human resources administration, experience performing payroll activities, or a closely related field, one (1) year of which must have included supervisory experience; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

Note: Your degree or college credits must have been awarded or earned 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.

ULSTER COUNTY
4735 PRS SV ADM
Classification: Competitive
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