

PERSONNEL TECHNOLOGY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and paraprofessional position in a municipal personnel office. An employee in this class performs technical and support duties for the personnel office's Civil Service examinations program. This involves the creation, design and maintenance of several databases used to track exam candidates, their applications and school transcripts and all phases of the examination announcement, its administration and the establishment and tracking of the resulting eligible lists. Incumbents in this class are also responsible for the records management function concerning exam material and former employee personnel jackets. The work is performed under the general supervision of the Senior Personnel Analysts and Personnel Analysts assigned to the Examinations Unit, with leeway allowed for the exercise of independent judgement. Supervision over the work of others is not normally a function of this class. 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.

Creates, designs and maintains electronic databases used to track exam candidates, exam administration and exam results:

Constructs Civil Service examination announcements with new data using outline provided;

Generates exam-related letters such as admission, disqualification, exam grade, etcetera;

Inputs all application information into database program;

Establishes eligible lists, extends them when authorized to do so and removes them when expired;

Uses database programs to archive inactive exam files and employee personnel jackets;

Coordinates all requests for retrieval of exam files and employee personnel jackets once archived;

Conducts all performance exam-related functions such as creating rosters, inputting results and amending eligible lists as needed;

Uses a database program to update school transcript histories of candidates;

Updates eligible lists and files with information such as address changes;

May review applications for less complex exams;

May troubleshoot various end-user programs relating to specifics of examinations administration for other office staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of word processing and database software programs (such as Word, Access and Excel); good knowledge of the laws, rules, policies and procedures governing a municipal personnel office; good knowledge of modern office terminology, practices, procedures and equipment; good knowledge of business English and basic mathematics; ability to communicate effectively, both orally and in writing; ability to maintain complex and confidential records and files; ability to analyze and solve computer program application problems; ability to maintain records and prepare reports; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year of full-time paid experience in a personnel department, which included or was supplemented by one (1) year of experience in the use of word processing and database software programs (such as Word, Access and Excel); **OR**
- B. High school graduation or possession of a high school equivalency diploma and three (3) years of full-time paid experience in a personnel department, which included or was supplement by one (1) year of experience in the use of word processing and database software programs (such as Word, Access and Excel); **OR**
- C. An equivalent combination of the training and experience as outlined in (A.) and (B.) above.

ULSTER COUNTY
4755 PER TEC SP
Classification: Competitive
Grade: 11
Union: CSEA

Proposed: September 26, 2008
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