

PERSONNEL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a paraprofessional technical position responsible for coordinating the civil service personnel functions at Dutchess Community College. The incumbent supervises and performs a variety of personnel related activities, including recruitment, record-keeping, worker's compensation, the hiring of temporary employees, and advising department heads on civil service matters. In addition, this position supervises and performs general office activities including typing and filing. This position differs from Personnel Assistant because of the more complex, technical duties involved and the higher consequence of error. It differs from Senior Personnel Assistant because of the independent functioning; whereas a Senior Personnel Assistant is so classified because of the supervisory responsibility over a unit of an office. Work is performed under the general supervision of the Personnel Administrator. Supervision may be exercised over the work of other employees.

TYPICAL WORK ACTIVITIES:

1. Coordinates recruitments for competitive civil service positions by composing and posting advertisements, notifying candidates verbally and in writing, scheduling interview appointments and performing follow-up paperwork;
2. Conducts hiring process for substitute and temporary help by screening and reviewing applications, interviewing and making hiring decisions;
3. Supervises benefit recordkeeping for all civil service employees;
4. Computes and monitors salary increments and changes in accordance with contractual rules and convey information to College Payroll Department and County Personnel Office;
5. Advises college administrators and department heads on civil service matters;
6. Administers Worker's Compensation Claims Program, maintaining records, protesting inappropriate charges and compiling necessary information for Worker's Compensation hearings;
7. Coordinates all civil service reporting activities, serving as liaison between college administration and the County Personnel Department;
8. Processes paperwork regarding benefits for all new employees at the college and schedules them for orientation sessions;
9. Performs and supervises a variety of general office work such as typing, filing and receptionist duties;
10. Composes and prepares resolutions pertaining to changes in authorized civil service staff positions to be submitted to the College Board of Trustees for approval;
11. Independently writes replies to routine incoming correspondence, regarding health insurance, etc.;
12. May supervise the work of other clerical staff in the office, including student aides;
13. Provides information and assistance to civil service employees at the college regarding benefits, policies and procedures;
14. Does related work as required.

PERSONNEL SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office terminology, practices, procedures and equipment; good knowledge of the principles and practices of modern public personnel administration; good knowledge of the administration, organization and functioning of the Community College; good knowledge of business English and arithmetic; working knowledge of the laws, rules, policies and procedures governing a municipal personnel office; ability to read and interpret complex laws and regulations including those dealing with civil service, and worker's compensation; ability to type at an acceptable rate of speed and accuracy; 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; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree Plus one (1) year of full-time paid, technical work experience in public personnel administration in New York State;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree PLUS three (3) years of full-time paid, technical work experience in public personnel administration in New York State;
- OR: (C) Five (5) years of full-time paid technical work experience in public personnel administration in New York State;
- OR: (D) An equivalent combination of the training and experience as indicated in (A), (B) and (C) above.

PROMOTIONAL

Two (2) years of full-time paid work experience as a Personnel Assistant with Dutchess Community College.

SPECIAL REQUIREMENT:

Candidate must indicate ability to type, i.e. courses in typing or typing work experience.

PN0204

ADOPTED:

REVISED: 06/02/86

01/31/91