

## **SCHOOL PERSONNEL ASSOCIATE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for managing and coordinating various aspects of personnel work such as employee benefits programs, maintenance of employee personnel records and policy/procedure implementation, etc. The incumbent is expected to be knowledgeable in Federal/State laws, rules, and regulations relating to personnel work, civil service administration, and various employee benefits programs. Supervision may be exercised over clerical support personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Monitors and administers staffing procedures relating to employee vacancies, appointments, transfers, leaves of absence, resignations, retirements, suspensions, and terminations;
2. Determines starting salaries for new employees according to contractual agreements and conducts salary studies when requested;
3. Determines employee entitlement to supplemental payments and employee benefits, including health insurance and paid leave accruals according to contractual agreements;
4. Provides information to employees concerning employment status, salary, benefits, retirement, and other conditions of employment, including Federal, State, and Civil Service laws and regulations relating to their employment;
5. Monitors federal and state legislation and implements changes that impact personnel practices, procedures, or employee benefits;
6. Creates and maintains publications, bulletins, and manuals to notify and advise prospective, current, and retired employees of benefits or changes in benefits;
7. Answers questions from varied sources regarding employment opportunities, policies, practices, procedures, rights, benefits, and obligations of employees and prospective employees;
8. Advises supervisors regarding employment status of employees, hiring, contractual, and other personnel issues;
9. Works with the New York State Education Department and Dutchess County Personnel Department in all matters involving personnel law, regulations, procedures, and paperwork;
10. Administers employee recruitment procedures including receipt of applications for employment, pre-screening of applicants, organizing recruitment events, and participating in the interview process, when requested;
11. Supervises the establishment and maintenance of personnel records and files, including maintenance of employee records in computer database;
12. Proficiently uses computer software such as complex spreadsheets, word processing, calendar, e-mail, and integrated personnel/payroll database to perform assigned duties;
13. Prepares or supervises the preparation of various reports, including federal and state reports;
14. Assists in contract negotiations with employee organizations when requested;
15. Prepares salary projections for budget purposes;
16. Monitors employee performance appraisal systems;
17. Administers unemployment insurance program;
18. Completes special projects as assigned.

## **SCHOOL PERSONNEL ASSOCIATE**(cont'd)

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of modern public personnel administration and current laws, rules and regulations in order to advise on appropriate procedures and actions;

Knowledge of labor contract negotiations and interpretation in order to serve in support of the agency's negotiating team;

Knowledge of NYSED and NYS laws and regulations in order to advise others on various issues and to coordinate reporting activities;

Ability to prepare complex narrative and statistical reports for both oral and written presentation to justify positions and support a variety of proposals and studies;

Ability to communicate effectively with employees, union officials, department representatives and others to explain and defend a variety of instructional, non instructional, civil service and labor relations issues;

Ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll databases;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER:       (A)     Master's degree in Human Resources, Public Administration, Business Administration or a closely related field;
- OR:            (B)     Bachelor's degree and one (1) year of full-time technical experience in personnel administration;
- OR:            (C)     Associate's degree and three (3) years of full-time technical experience in personnel administration;
- OR             (D)     An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.

NOTE: Your degree or college credit 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.

### **SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

PN0208

ADOPTED:   11/09/07

REVISED:   11/28/12       5/7/2019