

HUMAN RESOURCES ASSOCIATE TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is a one-year traineeship designed to instruct incumbents in appropriate Civil Service and Public Personnel procedures. Training consists of both structured classroom work and on-the-job training assignments. The training period may include a program conducted in Albany which would require the temporary relocation of selected candidates. Work assignments during the training period will be similar to those performed by Human Resources Associates including transaction review, application review, employee relations, examination administration, position classification and salary surveys. Direct supervision is constantly available; however, successful candidates will be expected to perform under continually decreasing amounts of supervision. Supervision over the work of others is not a normal responsibility of this position. Travel will be a definite responsibility both in the Trainee position and the full professional position. Candidates who successfully complete the trainee period will be automatically appointed to Human Resources Associate without further examination.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Attends classroom training sessions, listens attentively and takes notes;
2. Reads and reviews various written materials distributed during class or assigned by instructors as homework, etc.;
3. Reads and studies the Civil Service Law and Rules and any supportive court cases and other documents as assigned by instructors or supervisors;
4. Completes various assignments including reading/study assignments, research assignments and/or reports dealing with any aspects of Public Personnel Administration;
5. Participates in classification surveys; reviews duties statements prepared by employees and/or supervisor; compares duties statements grouping similar positions together; conducts job audits as necessary; completes classification by recommending titles and preparing tentative job specifications;
6. Participates in salary survey; reviews duties statements and job specifications to gain familiarity with positions; reviews organizational charts and other documents to gain familiarity with the organization; groups positions into pay ranges; selects key positions; gathers salary data from other agencies; compares outside data to existing salaries; prepares charts, graphs and written reports containing recommendations for salaries;
7. May participate in management surveys; reviews agency compliance with Civil Service Law, Rules and procedures; investigates questionable actions; issues reports on findings;
8. Participates in the administration of County employee relations; coordinates training programs; participates in grievances; administers employee benefits in accordance with contract provisions;
9. Participates in examination administration; reviews applications; prepares examination requests and announcements; reviews recruitment field and sources for open-competitive and promotion examinations; acts as an examination monitor; and prepares a variety of forms and reports related to the examination administration process;
10. Reviews personnel transactions to check for legal compliance and takes necessary and appropriate steps to correct such;

HUMAN RESOURCES ASSOCIATE TRAINEE (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

11. Advises employees, supervisors, managers, elected officials and the public on various aspects of the Civil Service Law, Rules and procedures;
12. Answers telephone, written and direct verbal inquiries concerning any aspect of public personnel administration.

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

Good knowledge of the modern principles and practices of personnel administration;
Working knowledge of the New York State Civil Service Law and the Dutchess County Civil Service Rules;
Working knowledge of local government structure, services and programs;
Ability to study and learn and apply the Civil Service Law and Rules;
Ability to read and write the English language;
Ability to speak clearly and effectively;
Ability to present ideas in a convincing manner;
Ability to analyze data from a variety of sources and make decisions;
Ability to deal effectively with different people both within and outside government;
Ability to prepare written and verbal reports;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver License at time of appointment.

PN0205

ADOPTED: 04/09/79

REVISED: 01/17/84

09/26/84

07/05/05

01/01/13