

SENIOR HUMAN RESOURCE CLERK I

DISTINGUISHING FEATURES OF THE CLASS: Performs specialized clerical work involving a variety of human resource and civil service functions. The activities of this position are similar to those of a Human Resource Clerk except that through training and experience, a Senior Human Resource Clerk I has gained the expertise to perform more complex functions with less direct supervision. Work is performed under the general supervision of a Personnel Technician with leeway allowed for the exercise of independent judgement in assigned matters for which office procedure and policy have been established. Supervision of others is not usually a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Works closely with Information Technology to update and maintain automated payroll system; Audits payrolls for certification purposes; Reviews and, when necessary, contacts department heads or payroll personnel on questions pertaining to payroll errors or failure to follow proper procedures, applications, reports of personnel change, etc., as established in Civil Service Law and/or County Personnel requirements; May assist in classification studies and reviews for position title change; Assists in special studies and surveys as assigned; May assist in the writing and typing of job specifications; Compiles statistical reports as required; Assists in the review of applications for appointments and examinations to ensure candidates meet the required minimum qualification standards; Participates in the maintenance of civil service records including canvasses, certifications, roster cards, reports of personnel change, exam requests, exam notices, exam lists, etc.; May be assigned to take notes of meetings and type minutes as assigned; Assists in carrying out the requirements of the Civil Service Law in conducting a properly executed exam program; Maintains a variety of personnel records including personnel files, paid leave time records, etc.; Assists in employee benefit administration including assuming responsibility for overseeing health insurance and other specific programs; Assists in processing employees and related paperwork for new hires and other changes in employment status; Assists in the implementation of collective bargaining agreements by insuring that contractual requirements are followed by departments; Provides information to employees and others regarding various civil service and personnel issues;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of New York State Civil Service Law and Civil Service Rules; Working knowledge of County governmental operations and functions; Good knowledge of proper techniques of public personnel administration; Good knowledge of distinctions made in Civil Service administration in jurisdictional class and status of employees; Good knowledge of the terms of applicable collective bargaining agreements; Good knowledge of the benefits provided to employees including related paperwork and procedures; Good knowledge of office terminology procedure and equipment; Good knowledge of business arithmetic and English; Ability to help design and prepare of a variety of reports, both internal and external to the Department; Ability to meet and deal effectively with people and to secure their cooperation and confidence; Ability to communicate effectively both orally and in writing; Awareness of the importance of confidentiality in dealing with personnel matters and

ability to maintain such confidentiality; Ability to meet and deal with the public; Clerical aptitude; Initiative; Sound judgment; Courtesy; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience, two years of which must have included responsibility for personnel transactions involving maintenance of personnel records, payroll processing, benefit administration, civil service records/procedures or related work.

NOTE: Post high school educational training in secretarial science or related field may be substituted for general clerical experience on a year for year basis but not to exceed two years, but may not be substituted for the clerical experience requiring personnel or related work.

Adopted 11/21/2006

Revised 12/10/15; 6/20/19