Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
PERSONNEL DEPARTMENT
Senior Personnel Assistant
$61,669 - $75,373
DATED: March 4, 2024
LAST DAY FOR FILING: March 18, 2024
EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Personnel Officer and Deputy Personnel Officer with administering civil service, human resource and labor relation functions and various technical phases of civil service administration including preparing and maintaining personnel records, position creation and classification, examination administration and personnel transactions for Otsego County. There is considerable contact with the public, employees and local officials required in carrying out the assignments and responsibilities of the position. Must have excellent interpersonal skills, be able to work in a fast paced environment, and be highly detail oriented. The work is of a highly confidential nature and may involve indirect supervision of other staff. The work is performed under the direct supervision of the Deputy Personnel Officer and the general supervision of the Personnel Officer, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs various phases of civil service administration, including position creation, classification and reclassification, application review, examination planning and administration, and the processing of personnel transactions;
- Assists in reviewing and assessing workforce needs with appointing authorities to plan for filling future vacancies;
- Creates eligible lists and the certification of eligibles list for approval and certification by Personnel Officer;
- Processes and reviews civil service transactions to ensure they are in compliance with Civil Service Law and Rules;
- Advises department heads and appointing authorities regarding New York State Civil Service Law and Local Civil Service Rules;
- Assists in jurisdictional classification changes and creating resolutions for amending the County Civil Service Rules;
- Assists in drafting and updating job specifications;
- Assists the Personnel Officer and Employee & Labor Relations Specialist with issues involving contract negotiations and disciplinary proceedings;
- Assists employees and/or the public County policies and procedures, NYS and Federal laws;
- Reviews FMLA applications for accuracy and compliance with federal laws and local policy;
- Administers all sick banks;
- Monitors applicants taking midweek civil service exams;
- Reviews payrolls approximately twice yearly for completeness and correctness of entries in the payroll certification process for Otsego County;
- May assist in payroll & benefits reporting and administration;
- Provides indirect supervision to other staff as needed;
- Prepares reports for Civil Service, EEOC and NYSAC;
- Assists in special projects as needed;
- Attends training workshops as needed;
- Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of New York State Civil Service Law and municipal rules; good knowledge of position classification techniques, examination administration, and personnel transactions; good knowledge of the organization and functions of local government; good knowledge of New York State Civil Service Law and local rules; good knowledge of FMLA; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to develop, organize and maintain accurate personnel records and files; ability to utilize common office software programs including word processing, spreadsheets and databases; ability to deal effectively with the public; ability to maintain confidentiality; ability to exercise tactfulness and resourcefulness in dealing with people.

MINIMUM QUALIFICATIONS: Either

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in public or business administration, political science or closely related field and two (2) years of human resource experience in public personnel administration; **OR**

(b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher and three (3) years of experience as defined in (a) above; **OR**

(c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree in business or human resource administration, or closely related field and four (4) years of experience as defined in (a); **OR**

(d) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's degree field and five (5) years of experience as defined in (a); **OR**

(e) An equivalent combination of training and experience as defined in (a), (b), (c), and (d) above.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com