

HR Systems and Program Administrator Tompkins County

Department: Human Resources Department
Classification: Competitive
Labor Grade: Confidential Grade 64
Approved: Reclass per AG Eff 01/16
Revised: 3/16; 12/19
By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited New York State registered four-year college or university with a Bachelor's degree in Accounting, Business Administration or related field AND (2) two years of full-time paid (or the equivalent part-time) experience in an office management or senior level clerical position; OR
- (b) Graduation from a regionally accredited New York State registered two-year university with an Associate's degree in Accounting, Business Administration or related field AND (4) four years of full-time paid (or the equivalent part-time) experience in an office management or senior level clerical position; OR
- (c) Graduation from high school or possession of a high school equivalency diploma AND (6) six years of full-time paid (or the equivalent part-time) experience in an office management or senior level clerical position; OR
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is highly complex administrative work involving responsibility for the performance of a number of varied and unrelated administrative and accounting tasks. Primary functions include serving as a "super user" for the online application system, the Laserfiche record-keeping software, and the examination process as it relates to online systems and procedures. The employee will review work flow and lend their knowledge and expertise as the department continues its work toward automating a variety of paper-based processes. The employee is also fully responsible for the Reward and Recognition Program, staff development, and training programs of the County. In relation to these duties, the employee will analyze training needs, plan for and develop training programs, secure trainers, schedule sessions, and publicize and coordinate the majority of training for the various county departments. This role may be expanded to coordinate and support an intermunicipal training effort. The incumbent is responsible for assisting with preparation of the departmental budget, completing a variety of annual reports, and preparing all vouchers and purchase orders for processing. The essential nature of the work includes an understanding of employment law, HIPPA, the Civil Service Rules for Tompkins County and the various County policies and procedures under which the department operates. The employee has a high degree of autonomy and the work is performed under the general direction of the Commissioner or Deputy Commissioner of Human Resources. The employee is not subject to more than general administrative controls. Internal contacts consist of regular interaction with management and senior level staff across County departments. External contacts are with professional associates, agency heads and trainers and involve the development and administration of the staff development and training program. An employee in this class is routinely expected to serve as a lead worker on specific projects or activities within the department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Serves as an administrator for the online application system, Laserfiche record-keeping software, and examination systems and procedures;
- Reviews work flow and lends knowledge and expertise to the process as the department works toward automating a variety of paper-based processes;
- Responsible for developing, implementing, advertising and accountability for the County's Reward and Recognition Program;
- Coordinates all aspects of staff development and training programs;
- Interacts directly with internal and external customers on behalf of the department in carrying out the policies of the department and training programs;

- Accesses various databases and generates reports upon request;
- Assists with the preparation of the departmental budget (including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs) for the Commissioner's signature;
- Provides information about the County's and/or department's administrative policies procedures;
- Provides information about the Civil Service Rules for Tompkins County, the various collective bargaining agreements and the department's internal policies and procedures;
- Prepares required Annual Report and Exam fee report to NYS Civil Service;
- Provides cross-functional support to the various departments of the County as it relates to staff development and training;
- Serves as a staffing resource on special projects as necessary;
- Performs cost studies and financial analysis for special projects and research assignments;
- May conduct training on office procedures, with emphasis on computer related usage and data base management;
- Provides support for the department use of the budget on the Financial Management System;
- Manages departmental budget including revenues and expenditures and processes requisitions and vouchers for payment;
- Prepares and maintains departmental contracts;
- Manages equipment, services and supplies (copier, fax, printers, phones etc.) including repairs and equipment upgrades for staff;
- May participate in periodic salary and benefit surveys by selection of sources, analysis of data, and tabulation of results as related to contract negotiations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the organization, functions, laws, policies and regulations of the County and the Department to which assigned;
- Thorough knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of computer spreadsheet, word processing and graphic application;
- Good knowledge of budget and accounting procedures;
- Ability to handle routine administrative details independently, including the composition of letters, memoranda, spreadsheets and reports;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Ability to operate a variety of computer and office equipment requiring considerable precision, manual dexterity, knowledge and skill;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

Originally created 03/16

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