

# PERSONNEL TECHNICIAN Tompkins County

**Department:** Human Resources Department

**Classification:** Competitive

**Labor Grade:** 64

**Approved:** 1/2022

**Revised:** 5/23

**By:** RP, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS: EITHER:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience involving administrative and technical personnel work and ; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate Degree **AND** three years of experience involving administrative and technical personnel work\*; **OR**
3. Graduation from high school or possession of a high school equivalency diploma and five years of experience involving administrative and technical personnel work.

## **\*NOTE:**

Technical personnel work is defined to mean and is limited to experience in any of the following areas:

1. Job classification, compensation and wage schedules;
2. Personnel transactions reports;
3. labor relations and contract administration;
4. Supervision of personnel records department;
5. Civil Service administration.

## **NOTE:**

Clerical experience in support of the above personnel functions will not be acceptable for qualifications.

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

This is a higher level administrative and technical work of a complex nature involving responsibility for performing a variety of personnel/human resources functions in accordance with applicable laws, rules and contracts. The incumbent is responsible for coordinating personnel transactions and reporting procedures within an automated personnel/payroll system environment. The work is performed under the direct supervision of the Commissioner of Personnel with leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Performs related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Maintains and completes bi-monthly Federal and State mandated exclusions screenings of employees through E-Verify.
- Assists with the creation of job codes and maintenance of job code database.
- Researches and prepares a variety of reports and recommendations for the Commissioner of Personnel, including EEO4, E-4, workforce demographics, vacancies, position control;
- Aids in the review of appointments, promotions, removals, transfers and other personnel actions for conformity and compliance with policy, contractual and legal requirements;
- Aids with a variety of personnel transactions including payroll certification and maintenance of roster records ;
- Processes appropriate transaction forms and documentation, and maintains up-to-date status of position lines, promotions, demotions, increments, transfers, separations, leaves without pay, out-of-title payments, probationary periods, vacancy reports, staff change reports, time and attendance reports, etc. using both manual and electronic record systems;
- Trains new staff and provides direction to lower level staff in personnel/payroll procedures and reporting requirements;
- Acts as process improvement lead for various personnel/human resources procedures and/or duties, including the implementation and modification of new or existing personnel/human resources projects or systems;
- Reviews, processes, and approves personnel/payroll forms and transactions and enters employee data into the automated personnel/payroll system;
- Participates in periodic salary and benefit surveys by analysis of data, and preparation of tabulations;
- Assists in conducting and researching contract negotiations, retirement benefits, salary plans, health plans, workers' compensation insurance and labor relations.

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

- Working knowledge of local governmental operations;
- Ability to acquire a working knowledge of the provisions of New York State Civil Service Law, Local Rules and local government operation;
- Ability to acquire a working knowledge of public personnel practices including position classification, examination administration, employee relations, public relations, performance evaluation and recruitment;
- Ability to analyze and resolve complex problems;
- Ability to maintain confidentiality;
- Ability to communicate effectively both orally and in writing;
- Ability to interpret complex written material and to carry out oral and written instructions;
- Skill in operating office equipment;
- Ability to gain cooperation of others and to project a professional image;
- Ability to establish priorities; and
- Physical condition commensurate with demands of the position.