

PERSONNEL ASSOCIATE Tompkins County

Department: Human Resources Department
Classification: Competitive
Labor Grade: 62
Approved: 2002
Revised: 7/19; 5/23
By: RP, Commissioner of Human Resources
BBP Risk Factor: 2

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree or satisfactory completion of at least 60 college credit hours **AND** two years of clerical experience processing personnel work transactions; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** four years of clerical experience processing personnel transactions; **OR**
4. Any combination of training and experience equal to or greater than that specified 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:

An incumbent of this class is responsible for efficiently performing wide variety of personnel administration duties of a highly technical nature. These duties include but are not limited to processing payroll for the department, payroll transactions for all county departments, salary changes, roster history maintenance, maintenance of numerous records and files, telephone contacts with appointing authorities, preparation of reports, etc. The Personnel Associate is responsible for accurately and consistently applying the Civil Service Laws of New York State, the Local Civil Service Rules for Tompkins County, and the various policies and contractual language to situations that occur. The work is performed under the general direction of the Commissioner of Human Resources with wide leeway allowed for the exercise of independent judgement when planning and carrying out the various duties assigned. Supervision is not generally exercised over the work of other clerical staff but may be called upon to train new staff in departmental procedures. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Encourages diversity within the organization by promoting the inclusion of all qualified candidates (including under-represented candidates) in the examination, interview, and appointment process;
- Serves as a technical resource for civil service matters and provides information for the various customers of the Human Resources Department;
- Evaluates existing procedures/technology and proposes/implements new procedures/technology resulting in a more efficient operation of the department;
- Maintains Personnel Department Applicant's Database, including employee ID cards, verify/comply, and UKG
- Interprets New York State Civil Service Law, the Local Rules and applicable contract language applying it to personnel policy and procedures for all agencies under the jurisdiction of Tompkins County;
- Responsible for all county payroll input, payroll certifications and roster record maintenance;

- Serves as primary contact for municipalities under Tompkins County's jurisdiction; performing payroll certifications and roster record maintenance for those agencies
- Serves as a back-up to personnel responsible for administration of the civil service examinations program in the absence of assigned staff;
- Creates and submits the Annual Report and Annual Examination Fee Report to the New York State Department of Civil Service;
- Performs budgeting, accounts payable and accounts receivable duties as necessary;
- Maintains a current technical working knowledge of the various laws, rules and regulations that govern public personnel administration;
- Researches personnel problems and prepares a variety of reports and recommendations for the Commissioner of Personnel;
- Performs research and gathers information to assist with contract negotiations, retirement benefits, salary plans, etc.
- Ensures that appointments, promotions, removals, transfers and other personnel actions comply with Federal State and Local law, rules and policy;
- Provides information to department heads, supervisors, employees and the general public regarding the Civil Service process, civil service law, the local rules and policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of New York State Civil Service Law, Local Rules and local government operation;
- Excellent customer service skills;
- Good knowledge of the principles, practices and techniques of personnel administration as it applies to local government;
- Good knowledge of the structure, functions and operation of municipal government;
- Ability to independently analyze and resolve problems;
- Ability to understand, interpret and carry out complex oral and/or written directions;
- Ability to maintain confidentiality;
- Ability to communicate effectively both orally and in writing;
- Ability to accurately prepare a variety of detailed reports;
- Ability to establish priorities;
- Ability to compose letters, emails, and memorandums;
- Clerical aptitude and ability to perform close, detailed work;
- Confidentiality, tact, courtesy, good judgement and a physical condition commensurate with demands of the position are required.

Originally created 3/02