

Human Resources Associate Tompkins County

Department: Human Resources Department

Classification: Competitive

Labor Grade: 62

Approved: 4/2/1991, Bd Res 131

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree; **OR**
2. Graduation from a regionally accredited or New York State registered two year college with an Associates degree or satisfactory completion of at least 60 college credit hours **AND** two years of clerical experience processing personnel 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. An combination of training and experience equal to or greater than that specified in (a), (b) and (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 in this class has responsibility for much of the day-to-day administrative functions of the Department of Human Resources. A Human Resources Associate serves as a first contact for employees, municipal officials, department heads and the general public. Responsibilities include but are not limited to, maintenance of various records and files, telephone contact, preparation of reports, payroll input/certification, roster record tracking, examination administration, etc. The incumbent acts in a supportive role to the Commissioner and, performing duties requiring the independent interpretation and application of a wide set of laws, rules, policies and procedures. The work is performed under the general direction of the Commissioner of Human Resources. Wide latitude, within the guidelines of Federal, State, and local law, rules and regulations, is allowed for the exercise of independent judgment when carrying out the details of the work. Supervision may be exercised over the work of students, interns, project assistants, temporary clerical staff and examination monitors as needed. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Serves as a general source of civil service information for the various customers of the Department of Human Resources;

Advises appointing authorities, the public and employees on the various technical aspects of Civil Service Law, Rules, policy and procedures;

Enters raw data and information from source documents into a computer and manipulates various application programs to provide finished letters and reports;

Reads, understands, interprets and replies to various forms of written material;

Prepares a variety of correspondence and reports concerning personnel transactions, policy and procedure;

Performs routine maintenance of the Human Resources Department's electronic filing systems;

Perform file management of the County Human Resources Department's electronic filing systems;

Verifies information given by job applicants and employees;

May be required to maintain the Human Resources Department's web site;

May perform routine maintenance of the County Human Resources Department's Applicant Database;

May review applications for recruitment purposes to determine eligibility for specific positions;

May perform office record keeping, accounts payable, supply and asset inventory control.

May perform vacancy tracking, provisional tracking, examination ordering, scheduling and administration of civil service examinations;

May draft and distribute vacancy lists and examination announcements;

May be required to monitor or conduct an entire civil service examination series, which shall include, but not be limited to: choosing an examination location, acquiring and arranging tables, chairs and other equipment, obtaining, training and supervising examination monitors;

May be required to establish, canvass, track and certify civil service eligible lists, including computation of seniority credits, veterans credits,;

May perform payroll input/certification and roster/position control tracking;

May be required to process payroll and review personnel transactions for conformance with Law, rules, contracts and policies;

May be required to maintain employment histories and a variety of personnel files and records;

May be required to supervise students, interns, project assistants, temporary clerical staff and examination monitors when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Civil Service law and the Civil Service Rules for Tompkins County;

Thorough knowledge of the structure, functions and operation of municipal government;

Good knowledge of office terminology, procedures and equipment;

Good knowledge of methods and procedures used in records maintenance and the processing of personnel transactions;

Ability to communicate effectively with others, both orally and in writing;

Ability to perform close, detail work;

Ability to deal effectively with the public;

Ability to analyze and resolve complex problems;

Ability to establish and maintain effective working relationships with the internal and external customers of the Personnel Department;

Ability to compose routine letters and memoranda;

Clerical aptitude.

The employee's physical condition shall be commensurate with the demands of the position.

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6/2003

