

## HUMAN RESOURCES ASSOCIATE

### DISTINGUISHING FEATURES OF THE CLASS:

This position performs responsible technical work involving all phases of public personnel administration. Work assignments include transaction review, application review, examination administration, position classification, salary surveys, and other areas of professional personnel work. Responsibilities include rendering advice to agency heads, employees and the public on appropriate procedures and requirements of the New York State Civil Service Law and public personnel administration. Incumbents will be expected to analyze problems and render appropriate advice in areas related to Civil Service or public personnel administration. Work is performed under the general supervision of the Deputy Commissioner of Human Resources.

### TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Leads and participates in Roster Record maintenance (e.g., reviews personnel change forms and applications submitted by operating agencies to determine compliance with Civil Service Law, Rules and procedures; examining agency payrolls for the purpose of payroll certification; supervises the maintenance of roster records; advises operating agencies on the various aspects of the Civil Service Law, Rules and procedures);
2. Leads and participates in Examination administration (e.g., reviews applications; prepares examination requests and announcements; reviews recruitment fields and sources for open competitive and promotion examinations; conducts examination reviews; and prepares a variety of documents, forms and reports related to the examination administration process);
3. Participates in classification surveys (e.g., reviews duties statements prepared by employees and/or supervisors; compares duties statements, grouping similar positions together; compares duties statements to existing specifications; conducts job audits as necessary; revises old specifications and writes new specifications as necessary; prepares adopting resolutions, allocation lists and other documents; participates in employee appeals; prepares final reports; presents studies to the Legislature);
4. Participates in salary surveys and allocation of County positions (e.g., reviews various documents such as job specifications and organizational charts to gain familiarity with positions and organization; groups similar positions together; allocates positions using the point factor system; may obtain outside salary data for benchmark positions; analyzes data; prepares charts, graphs and written reports containing recommendations; participates in employee appeals; prepares final reports);
5. May participate in the administration of County Employee Relations (e.g., reviews all County personnel changes to determine compliance with State Civil Service Law, employee contracts, and County Personnel policies; may administer employee benefits in accordance with contract provisions);
6. Conducts and completes various reports and studies concerning public personnel administration as required;
7. Attends meetings with employees, administrators, elected officials and/or the general public;

**HUMAN RESOURCES ASSOCIATE** (Cont'd)

**TYPICAL WORK ACTIVITIES:** (Cont'd)

8. Answers written and verbal inquiries and correspondence;
9. Advises employees, supervisors, managers, elected officials and the public on various aspects of the Civil Service Law, Rules and procedures.

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

Knowledge of New York State Civil Service Law and Dutchess County Rules in order to enforce civil service law with assigned agencies and assist agencies in civil service applications;

Knowledge of the principles and practices of position classification and the point factor system in order to classify and allocate positions;

Knowledge of modern public personnel administration and current laws, rules and regulations in order to advise employees and agencies on labor relations issues;

Knowledge of the organization and functions of local governments in New York State in order to effectively obtain information and assistance from local agencies;

Ability to prepare complex narrative and statistical reports, for both oral and written presentation, to justify positions and support a variety of departmental proposals and studies;

Ability to communicate effectively with employees, agency representatives and other officials to explain and defend a variety of civil service issues;

Ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll data bases;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Resources, Public Administration, Business Administration or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of full-time technical experience in public personnel administration;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Candidates qualifying under A above must submit a verifiable copy of their graduate level transcript.

**SPECIAL REQUIREMENT:**

Possession of a New York State Driver License at time of appointment.

PN0203

ADOPTED: 04/06/79

REVISED: 01/18/84      01/01/01      07/14/05      03/14/2006      1/1/13