

PERSONNEL SERVICES ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is administrative and technical work involving responsibility for overseeing a personnel department in a school district. The incumbent supervises and performs a variety of personnel related activities, including maintaining employee personnel records, administering employee benefits programs, and advising department heads on personnel and civil service matters. The work is performed under direct supervision of the Assistant Superintendent for Administration. Supervision may be exercised over a small number of clerical and/or paraprofessional employees.

TYPICAL WORK ACTIVITIES:

1. Oversees employee benefits programs, including health insurance, sick leave, vacation, retirement and blood bank;
2. Administers unemployment insurance program, maintaining records, protesting inappropriate charges, compiling necessary information for and occasionally participating in unemployment insurance hearings;
3. Coordinates critical personnel functions such as contract administration and policy recommendation and development;
4. Reviews and maintains personnel records of employees;
5. Prepares salary information for the payroll department;
6. Compiles data and prepares salary plans for administration's review and approval;
7. Provides pre-retirement information to employees;
8. Prepares, maintains, updates and recommends changes to the personnel manual;
9. Advises department heads and employees on personnel and civil service matters;
10. Assists with the coordination of all civil service reporting activities, serving as liaison between department heads and the County Personnel Department;
11. Assists in labor negotiations by gathering and compiling data;
12. Prepares a variety of reports and postings, Personnel Department budget, salary analysis, position listings, vacancy postings;
13. Participates in staff meetings with department heads;
14. May be responsible for Equal Employment Opportunity compliance and reporting;
15. Assists in the development and monitoring of performance evaluation systems;
16. Coordinates the hiring of instructional and non-instructional personnel;
17. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of modern public personnel administration and labor relations; good knowledge of modern office practices, procedures and equipment including data processing and microcomputer; good knowledge of business arithmetic; ability to read and interpret complex laws, and regulations including those dealing with civil service, unemployment insurance, retirement systems, and health insurance; ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to plan and supervise the work of others; ability to learn and use automated information systems; initiative; tact; integrity; physical condition commensurate with the demands of the position.

PERSONNEL SERVICES ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration or a related field and one (1) year of full-time technical experience in personnel administration or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree and two (2) years of full-time technical experience in personnel administration or a closely related field;
- OR: (C) Graduation from a regionally accredited or New York State registered college with an Associate's degree and four (4) years of full-time technical experience in personnel administration or a closely related field;
- OR: (D) An equivalent combination of training and experience within the limits of (A), (B) and (C) above.

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ADOPTED: 08/01/91