SENIOR PERSONNEL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of technical activities related to the administration of the New York State Civil Service Law and its rules, regulations and practices to civil divisions under the jurisdiction of the City of Albany Civil Service Commission. An employee in this class is involved in the classification of positions, counseling and advising agency administrators in merit system administration, determining the need for examinations, providing guidance in the recruitment process for all classes of positions, and overseeing the processing of personnel records and the review of municipal payrolls. Although the primary assignment of a Senior Personnel Assistant is merit system administration, depending on the assignment an employee in this class may also be involved in other human resource activities such as employee benefits, training, and general personnel administration activities. General supervision is exercised over professional, paraprofessional and clerical employees involved in merit system administration. This class differs from the entry level professional Personnel Assistants by the more difficult and complex tasks that are performed and the level of responsibility in their role with their assigned staff. Work is performed under the general supervision of a higher level employee with leeway allowed for the use of independent judgment in the performance of routine work assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Counsels and confers with local governmental officials on matters of personnel and civil service administration within their jurisdiction;
- Determines and assesses the need for examinations by determining adequacy of existing eligible lists, recruitment needs and turnover within the classification;
- Determines most appropriate titles for positions based on job duties and responsibilities listed in questionnaires, by information gained through audits with job incumbents and by submission of new position duty statements and interviews with appointing authorities;
- Prepares and distributes examination and job posting announcements;
- Reviews applications of candidates and makes recommendations as to qualifications;
- Seeks assistance from State and local civil service contacts to ensure compliance with Civil Service rule and law;
- Oversees civil service test administration, including exam security, organizing supplies and materials, and monitoring examinations;
- Coordinates the maintenance of roster cards, eligible lists and certifications;
- Compiles and maintains personnel record files;
- Participates in maintenance of time records and accrued benefits;
• Responds to employment information requests received from New York State Retirement, Worker’s Compensation, etc.;
• Performs administrative support functions with regard to employee benefits including routine benefit inquiries, and assisting employees with various benefit forms;
• Recruits and trains subordinate personnel;
• Represents the department at various meetings and seminars;
• Enters and retrieves information in an automated information system;
• Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

• Good knowledge of the practices, principles and techniques of municipal personnel administration;
• Good knowledge of office terminology, procedures, equipment and business English;
• Working knowledge of the City of Albany’s Personnel Rules, as they apply to personnel selection and the use of eligible list;
• Skill in the use of common office computer applications such as word processing, spreadsheet and database programs;
• Ability to meet and deal effectively with employees and the public;
• Ability to effectively communicate both orally and in writing;
• Ability to understand both oral and written instructions;
• Ability to organize and maintain accurate records and files;
• Ability to prepare written reports;
• Ability to establish and maintain good relationships with others;
• Accuracy;
• Reliability;
• Resourcefulness;
• Neat personal appearance;
• Physical condition commensurate with the demands of this position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree and two (2) years of professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations, human resource management or a closely related field; OR

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s degree and four (4) years of professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations, human resource management or a closely related field; OR
C. Graduation from High School or possession of a high school equivalency diploma and six (6) years of professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations, human resource management or a closely related field; **OR**

D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.