

SENIOR PERSONNEL ANALYST

Code No.: 3-18-184
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior-level professional personnel position involving responsibility for the implementation of personnel policies, practices, and procedures in a central personnel office, or in the personnel section of a large government department, agency, or school district. Employees may be assigned to direct the activities of a functional area in a large central personnel office, or may be assigned to oversee the personnel activities in a small government department or agency. The employee reports directly to, and works under the general supervision of, a higher-ranking personnel staff member or other administrative staff member, in accordance with established policies and procedures, Civil Service law, and local rules and regulations. Independence is allowed for in establishing internal procedures, schedules, and priorities required to carry out assigned activities. Direct or general supervision is exercised over subordinate personnel staff and/or clerical employees. This position differs from parallel positions in the Personnel Technician series in that the latter career series is restricted to use in a civil service/personnel office. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises personnel and clerical staff, and participates directly in the implementation of personnel policies and procedures in such areas as recruitment, selection, job posting, compensation, staff development and training, employee benefits, position classification, payroll preparation, and the development of personnel information systems and affirmative action plans;

Supervises clerical staff in the preparation of written material and the maintenance of records relating to personnel activities;

Supervises the preparation and review of personnel appointment documents, requisitions, and other support materials for conformance with approved budget, Civil Service law, personnel policies and regulations, and collective bargaining agreements, as appropriate;

Advises employees, department heads, supervisors, and the public on items such as benefit programs, earned credit banks, agency personnel policy, Civil Service law, eligible lists, layoff lists, etc;

Consults with Civil Service Administration in resolving personnel problems involving Civil Service law, rules and regulations, position classification, payroll certification and examinations;

Coordinates training program activities for courses offered to employees through outside agencies and educational institutions, and supervises the administration of agency tuition reimbursement program;

Prepares a variety of reports and correspondence relating to personnel activities within the department or agency;

Conducts orientation sessions for new employees on insurance benefits, work rules, and agency personnel practices;

Processes a variety of personnel-related papers such as layoff lists, termination papers, workmen's compensation reports and unemployment insurance claims;

Participates in the reviewing of job applications and may interview applicants;

Assists in labor relations activities including researching issues and implementing well-defined contract provisions;

Supervises personnel staff in securing information of job duties and preparing position duty statements;

Directs wage and salary studies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of personnel administration, including recruitment and selection, compensation, employee benefits, staff development and training, benefits administration and employee and labor relations; good knowledge of government organization and functions as related to personnel activities; good knowledge of the principles and practices of supervision; good knowledge of State Civil Service laws and local regulations; working knowledge of Affirmative Action program concepts and goals; ability to analyze personnel programs and policies, and recommend corrective action; ability to organize individual workload and meet established deadlines; ability to speak effectively and deliver effective oral presentations; ability to organize material and prepare effective narrative reports and business correspondence; ability to establish and maintain effective professional relationships; ability to interview prospective employees; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Labor Relations, Industrial Relations Personnel Administration, or Human Resource Development, or a closely related field plus one (1) year of experience in personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, and two (2) years of experience as described in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years of experience as defined in (A) above; OR,
- (D) Five (5) years paid full time or its part time equivalent experience in a clerical or secretarial position in a personnel department involving either independent responsibility for the performance of duties in support of a staff engaged in activities described in (A) or for the supervision of a clerical unit which supports the activities described in (A); OR,
- (E) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS or otherwise demonstrate your ability to meet the transportation needs of the position.

REVISED: December 19, 1985

REVISED: July 9, 2002