

PERSONNEL ASSISTANT – MCC

Code No.: 4-18-414
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position involves processing and maintaining personnel records including researching, compiling, and calculating data. Responsibilities also include resolving problems regarding compensation and payroll. The employee reports directly to and work is performed under the general supervision of an administrative or supervisory employee. Supervision is exercised over student aides and seasonal clerks. Work is submitted in its final form when completed. 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):

Creates and develops Board of Trustees Agenda including composing resolutions, entering personnel data, coordinating materials, generating Board of Trustees Personnel report, and interacting with Vice Presidents and Executive Secretaries regarding additions and changes;

Processes Adjunct hire paperwork including data entry of employee information;

Meets with Adjuncts to explain pay process and completion of paperwork;

Requests reports via mainframe computer, resolves errors by auditing/verifying appropriate personnel charging, monitors and researches and resolves payroll problems, and calculates sick leave substitution for faculty/adjuncts who are out on leave;

Initiates payroll data sheets on salary/charging for all new appointments/reappointments/compensation on MCC employees;

Assists the Director of Human Resources on assigned special projects (researches and compiles salary data for legal cases) and salary equity calculations (generates salary letters for increases);

Assists employees via phone/in-person on personnel issues regarding employee payroll/appointment questions, in addition to requests for any forms they require (tax forms, health care, retirement, tax deferred annuities, etc.);

Assists with solving critical personnel issues as they relate to appointments, benefits, and unemployment insurance;

Assists Benefits Specialist in conducting new employee orientations;

Generates computerized reports;

Responds to requests from other agencies and the public regarding past and current MCC employees;

Completes and submits inquiries regarding unemployment claims;

Completes income/mortgage/Department of Social Service verification forms;

Interprets contract for faculty, administration, and civil service discrepancies;

Interviews, hires, trains, schedules, and supervises student aides and seasonal clerks;

Assists with tax deferred annuities procedures and processes maximum exclusion allowances.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of record keeping; good knowledge of business arithmetic; good knowledge of personnel practices; good knowledge of payroll procedures; ability to prepare and work with forms; ability to maintain records on standardized forms; ability to operate a computer and generate numerous reports; ability to research and compile data; ability to enter data accurately; ability to audit and verify information regarding personnel actions and payroll; ability to interpret contracts and advise employees; ability to maintain an alphabetical filing system; ability to prepare arithmetic and standardized reports; ability to learn employee benefits and advise employees of their benefits; ability to operate office machines; ability to understand and carry out relatively complex oral and written instructions; ability to express oneself clearly and concisely; ability to deal with the public; courtesy; 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 with an Associate's degree or successful completion of sixty (60) college semester credit hours, plus two (2) years paid full-time or its part-time equivalent office clerical experience involving human resources, payroll, or benefits compensation activities; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as outlined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: May 7, 1998

REVISED: March 30, 2023