

## **POSITION MANAGEMENT SPECIALIST**

Code No: 3-18-435  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This administrative and technical position is responsible for establishing and maintaining budgeted positions in an integrated human resources information system. Duties involve working with other human resources and/or budget staff establishing and budgeting positions during the fiscal year. Adjustments are made to positions and employees for stipends, funding, and location based on grants and/or bargaining union agreements. The employee reports directly to, and works under the general supervision of a higher level staff member. Supervision may be exercised over a professional and/or clerical staff. 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 maintains positions in an integrated human resources information system;

Creates and maintains position attributes;

Tracks and monitors the movement of all employees after the staffing process as well as throughout the year;

Tracks and monitors vacancies and new allocations for reporting purposes;

Communicates with budget staff or other departments on the status of approved positions;

Verifies approved budgeted positions;

Rectifies position management issues as they occur and investigating over expenditures;

Conducts analysis of vacancy and overage reports, which is reported to the budget office;

Serves as a resource to other departments for information related to position management;

Conducts system training for staff on hiring actions, staffing changes, position change, and running reports;

Creates and runs queries and reports as needed;

Assists with configuration and testing with system upgrades and addition of new modules.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of human resource processes and terminology; good knowledge of processes and procedures of maintaining an integrated human resources information system; good knowledge of the principles of position and employee attributes; working knowledge of the district's budget process as it pertains to staffing; ability to operate a personal computer; ability to track and monitor positions and employees; ability to communicate both orally and in writing; ability to establish effective working relationships with others; ability to analyze data and make corrections; ability to train employees; ability to create queries and run reports; ability to meet deadlines; ability to

handle multiple tasks simultaneously; accuracy; good judgment; attention to detail; dependable; physical condition commensurate with the demands of the position.

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

- (A) Seven (7) years of full-time or its part-time equivalent paid experience in public sector human resources, three (3) years of which shall have involved system configuration and support\* or managing application software and support;\*\* OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Human Resources, Business Administration, Public Administration, or Business Management, plus five (5) years of full-time or its part-time equivalent paid experience as defined in (A), three (3) years of which shall have involved system configuration\* and support; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Resources, Business Administration, Public Administration, or Business Management, plus three (3) years of full-time or its part-time equivalent paid experience as defined in (A), three (3) years of which shall have involved system configuration\* and support; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

\***System configuration** for the purpose of these minimum qualifications refers to the compilation of settings relating to hardware or software affecting system function and performance.

\*\***Application software** for the purpose of these minimum qualifications refers to a software component of a computer system such as Microsoft Word, Excel, etc.

**SPECIAL REQUIREMENTS:**

Possession of a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** November 6, 2008

**ADDITIONAL INFORMATION:** 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.

Depending on the position duties, candidates for employment may be required to pass a pre-employment drug test.