

## ASSISTANT PERSONNEL ANALYST - BILINGUAL

Code No. 3-08-327  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level professional position designed to familiarize employees with the policies, practices and procedures of a central personnel office, or of the personnel section of a large government department or agency. Duties may involve contact with the general and Spanish-speaking public. Work is performed under the general supervision of a senior personnel employee or other administrative staff member, and in accordance with established policies and procedures, Civil Service Law and local rules and regulations. This position differs from parallel positions in the Personnel Technician series in that the latter career series is restricted to use in the Civil Service/Personnel Office. Supervision is not typically a responsibility of this position. 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.)

Assists in implementing personnel policies and procedures in such areas as recruitment, selection, employee relations, labor relations, compensation, employee benefits, position classification, payroll preparation and in the development and implementation of personnel information systems and affirmative action plans;

Prepares and formats in English and Spanish, documents, certifications, authorizations, forms and other related paperwork;

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

Assists in researching employee relations issues, disciplinary and performance issues, and harassment claims;

Assists in researching labor relations issues, and attempts to resolve problems and issues prior to the grievance procedure;

Conducts new employee orientations;

Researches human resource information technology issues and develops queries and reports;

Assists in the review and preparation of personnel appointment documents, requisitions, and other support materials and for conformance with approved budget, Civil Service Law, and personnel policies and regulations, as appropriate;

Assists in coordinating activities with the Civil Service Commission and in resolving personnel problems involving Civil Service Law, rules and regulations, position classification, payroll certification, and examinations;

Assists in the securing of information regarding job duties and in the preparation of position duty statements and proposed job descriptions;

Reviews job applications, assists in interviewing applicants, and assists with or makes job offers and arrangements related to the hiring process;

Processes a variety of personnel-related papers such as layoff lists, termination papers, and accident reports;

Assists in the preparation of wage and salary studies;

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

Obtains and gives out information in Spanish and English by telephone, correspondence, and in person;

Assists with payroll preparation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the principles and practices of personnel administration, including recruitment and selection, compensation, position classification, employee benefits, and employee relations; working knowledge of Affirmative Action program concepts and goals; working knowledge of government organization and functions, especially as they relate to personnel activities; good knowledge of English grammar and punctuation and Spanish translations; ability to organize materials and prepare effective narrative reports and correspondence; ability to speak effectively and make oral presentations; ability to speak and write Spanish; ability to organize individual workload and meet established deadlines; ability to establish effective working relationships; ability to interview job applicants and screen for appropriate placement; tact; courtesy; good judgment; 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 Bachelor's degree; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years of full-time or its part-time equivalent experience in professional personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; OR,
- (C) Four (4) years 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 (B) or for the supervision of a clerical unit which supports the activities described in (B); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**NOTE:** College level education may be substituted on a year-for-year basis for up to one year of the required experience under (C).

**SPECIAL REQUIREMENTS:** 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.

**ADOPTED:** January 8, 2009

**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.

**ADDITIONAL INFORMATION:**

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