HUMAN RESOURCES AND FINANCE ASSISTANT

Code No. 4-18-199

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing clerical and professional support in the areas of human resources and finance. Duties include assisting with the implementation of personnel policies and procedures, providing routine financial support work, and completing required forms and paperwork. The employee reports directly to, and works under the general supervision of, a Director of Human Resources, Director of Finance or other higher level staff member. 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 employee relations, labor relations, compensation, employee benefits, payroll preparation and personnel information systems;

Reviews and posts entries into the computerized accounting system, including the general ledger, accounts payable and accounts receivable;

Reviews leave requests, including Family Medical Leave Act (FMLA) requests, assists employees and other staff with interpretation of FMLA regulations, ensures medical documentation is received, notifies employees in writing of FMLA approval or disapproval, and monitors FMLA absences;

Monitors employees progress while they receive worker's compensation, complete and process required paperwork, document case history and acts as liaison to claims adjusters, medical staff and supervisors;

Researches labor relations issues as assigned, advises supervisors on appropriate disciplinary actions, completes related paperwork as situations progress including obtaining and filing documentation and assisting with obtaining professional advice including contacting the labor attorney;

Assists supervisors with general translation of collective bargaining agreements;

Develops and utilizes databases and other computerized systems and maintains employee information and files;

Develops a variety of financial and personnel related reports including financial spreadsheets, employee compensation reports, Government Accounting Standards Board (GASB) Statement 45 post-employment benefits (OPEB) reports, and government surveys;

Advises employees and supervisors on items such as benefits, earned and leave credit banks, and personnel policies;

Reviews timecards for accuracy and processes payroll;

Assists in developing and monitoring department budget;

Completes fixed asset accounting, reconciles checking and savings accounts, and maintains corresponding records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of personnel administration including compensation, employee benefits, and employee relations; good knowledge of worker's compensation claims procedures; good knowledge of the practices and procedures of maintaining financial accounts and records; good knowledge of

the use of appropriate computerized systems for personnel and financial records; working knowledge of government organization and functions, especially as they relate to personnel and financial activities; working knowledge of FMLA and Worker's Compensation Law; working knowledge of routine accounting activities; working knowledge of internal checks and controls; working knowledge of proper payroll procedures; working knowledge of Civil Service Law; ability to organize materials and develop effective reports and spreadsheets; ability to perform general ledger, accounts payable and accounts receivable activities; ability to conduct research and compile relevant data; ability to audit and verify information regarding personnel actions and payroll; ability to interpret collective bargaining agreements and advise employees; ability to learn employee benefit programs and advise employees of their benefits; ability to organize and maintain payroll records; ability to operate standard office equipment including personal computers and related software; ability to enter data accurately; ability to perform routine budget and expenditure projections; ability to communicate orally and in writing; ability to organize individual workload and meet established deadlines; ability to establish effective working relationships; 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) Two (2) years of paid full-time or its part-time equivalent experience in professional* human resource activities including labor or employee relations, position classification, benefits, staff development and training, or recruitment/interviewing/selection (all three), PLUS two (2) years of paid full-time or its part-time equivalent experience in account keeping, bookkeeping, or financial record keeping; OR,

(B) Two (2) years paid full time or its part time equivalent experience in a clerical or secretarial position that is responsible for the performance of duties in either support of a staff engaged in activities described in (A) above, or for the supervision of a clerical unit which supports the activities described in (A) above, PLUS two (2) years of paid full-time or its part-time equivalent experience in account keeping, bookkeeping, or financial record keeping; OR,

(C) An equivalent combination of experience as defined by the limits of (A) and (B) above.

*The term professional, for the purpose of these minimum qualifications, does not include clerical, secretarial or other similar experience.

SPECIAL REQUIREMENT: 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: October 6, 2011