

HUMAN RESOURCES SPECIALIST TRAINEE (Cities)

DISTINGUISHING FEATURES OF THE CLASS: The work involves administration of personnel and labor relations policies for the City. An incumbent also oversees compliance with New York State Civil Service Law, New York State Labor Law and other related laws. The work is performed under general supervision of the Mayor. Supervision may be exercised over subordinate employees engaged in personnel and clerical work. A Human Resources Specialist Trainee (Cities) does related work as required. Trainee appointments consist of a probationary period which extends to one year, following which an incumbent receiving a satisfactory rating qualifies for advancement to the Human Resources Specialist title without further examination.

TYPICAL WORK ACTIVITIES:

- Assists staff in carrying out the functions and responsibilities related to human resources and coordinates with administration to promote and achieve personnel and/or labor relations goals;
- Provides consultation and information to administrators in all divisions concerning a variety of civil service, personnel, labor relations and public administration issues;
- Implements the overall recruiting, hiring and retention efforts of all certified and classified employees and produces data related to these efforts, reviews applications for employment and makes recommendations as to qualification of candidates;
- Explains and applies laws, rules, regulations, procedures, wage and benefit information, or negotiated agreements, which affect the appointment, promotion, termination or salary of employees;
- Reviews documentation related to personnel transactions to assure city compliance with laws and rules administered by local Civil Service Agency;
- Oversees employee orientation programs and maintenance of personnel files;
- Assists in analyzing data for use in collective bargaining negotiations and assists with collective bargaining;
- Studies legislation, case law, arbitrations and PERB decisions to keep abreast of developments in the field of civil service administration, personnel and labor relations in order that adaption in policies or procedures may be promptly initiated and effectively executed;
- Assists with investigations of informal and formal complaints of discrimination;
- Writes and delivers presentations and conducts workshops regarding personnel and labor relations topics;
- Answers a variety of questions from applicants and staff concerning personnel and labor relations matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the legal environment governing public employment labor relations and personnel administration in New York State; working knowledge of the principals, practices and strategies governing the conduct of labor relations; skill in communicating effectively; skill in organizing and consolidating information; ability to establish suitable relations and deal effectively with agency officials, employees and Union representatives; resourcefulness in solving civil service, labor relations and personnel problems; good judgement, thoroughness, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree in Human Resources, Business Administration, Public Administration, Accounting or a closely related field;

OR

B) Possession of an associate degree and two (2) years of experience in personnel administration. *

NOTE:

* Personnel Administration includes activities in areas such as classification and salary administration, recruitment, selection, placement of staff and labor relations.

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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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