

HUMAN RESOURCES SPECIALIST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves participating in on-the-job, as well as formalized training to acquire the skills of a human resources generalist which include assisting in the administration of the New York State Civil Service Law for civil divisions under the jurisdiction of the County Civil Service Commission. An incumbent also assists in the formulation and administration of human resources and labor relations policies according to knowledge of laws, regulations, labor contract terms and practices, and legislative objectives. A Human Resources Specialist Trainee 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:

- Analyzes positions of employment to determine occupational data for civil service job classification purposes;
- Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules and procedures;
- Reviews applications for employment or examination to determine qualifications;
- Administers civil service examinations to groups of candidates;
- Evaluates and produces data utilized in development of civil service examinations and conducts recruitment and examinations programs;
- Investigates employee grievances, allegations of employee misconduct or incompetence in order to frame management positions based on facts observed;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of civil service administration, personnel and labor relations;
- Participates in, or provides data for collective bargaining negotiations, mediation and fact finding sessions;
- Provides consultation, advice and information to government officials concerning civil service, personnel and labor relations issues;
- Coordinates various in-service training programs for employee orientation and development.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Knowledge of public administration and governmental affairs; skill in communicating effectively, both orally and in writing; skill in organizing and consolidating information; ability to readily acquire familiarity with laws, regulations, policies and concepts related to personnel administration and labor relations; 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

Adopted: 11/23/10

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