

HUMAN RESOURCES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves administering the New York State Civil Service Law for civil divisions and agencies under the jurisdiction of the Cattaraugus County Civil Service Commission. An incumbent also assists in the administration of personnel and labor relations policies. The work is performed under general supervision. Supervision is exercised over subordinate employees engaged in personnel and clerical work. A Human Resources Specialist does related work as required.

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;
- Attends civil service commission meetings to provide advice and information concerning actions to be taken;
- Evaluates and produces data utilized in development of civil service examinations and conducts recruitment and examination programs;
- Certifies accuracy and legality of personnel transactions, or requests missing information or corrective action so transactions are in conformance with standards;
- Reviews applications for employment or examination and makes recommendations as to qualifications;
- Explains and applies rules and policies, and maintains records, concerning various employee benefits;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of civil service administration, personnel and labor relations in order that adaptation in policies or procedures may be promptly initiated and effectively executed;
- Assists in analyzing data for use in collective bargaining negotiations;
- Provides consultation, advice and information to government officials concerning a variety of civil service, personnel, labor relations, and public administration issues;
- Answers a variety of questions from the public concerning civil service and personnel matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the legal environment governing civil service administration, 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 and collective bargaining negotiations; 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 and one year of experience in personnel administration, merit system administration or labor relations;*

OR

B) Possession of an associate degree and three years of experience in personnel administration, merit system administration or labor relations; *

OR

C. Five years of responsible administrative, professional or managerial experience one year of which shall have been experience as described in (A) above.

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: 7/16/09

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