

SENIOR PERSONNEL ASSISTANT (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves complex clerical operations and the exercise of independent judgement with distribution of information regarding personnel policies and practices. An incumbent also administers personnel policies according to labor laws, regulations, labor contract terms and Board of Education objectives. The work requires the exercise of independent judgement in the application of procedures to specific situations as well as an understanding of BOCES policies and established practices. The work is performed under the general supervision of the Director of Personnel with leeway allowed for exercise of independent judgement in carrying out the details of the work. An employee of this class acts as a lead worker to other clerical staff. A Senior Personnel Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Processes personnel transactions, or requests missing information or takes corrective action so transactions are in conformance with standards;
- Provides information concerning unemployment and workers compensation to participants covered in BOCES administered insurance programs;
- Design with third party vendor and manage thereafter the application process for a consortium of component school district job posting and advertising;
- Design clerical processing procedures. Regularly evaluate procedures and initiate or recommend modifications to improve operations;
- Gather, compile and prepare data from manual or automated files and other sources for various reports, publications, records, etc. Design formats for various reports and forms;
- Explains and applies rules and policies and maintains records concerning various employee and contractual benefits;
- Provides information concerning personnel matters to members of the public, public officials, employees and other jurisdictions;
- Prepares material for and presents pre-employment sessions to new employees;
- May conduct salary surveys and develop data for use in collective bargaining;
- Composes and types various correspondence;
- Prepares and files various reports;
- Utilizes electronic data and word processing equipment to establish and adjust records, review data, register information and compose correspondence and memoranda.

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; good knowledge of worker's compensation, unemployment insurance and health care benefits; good knowledge of general office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to readily acquire familiarity with the organization, functions, policies and regulations of the personnel agency to which assigned; ability to handle routine office details independently, including the composition of important letters and memoranda; ability to type/operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to plan and supervise work; ability to carry out oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience, two of which were in an office performing human resources or payroll functions.*

*NOTE: Graduation from a regionally accredited or New York State registered college, university, or institute may be substituted for one year of the experience requirement with thirty semester credit hours considered equivalent to one year of experience.

PROMOTIONAL QUALIFICATIONS:

Two years of experience as a Personnel Assistant.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per 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.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/13/2021