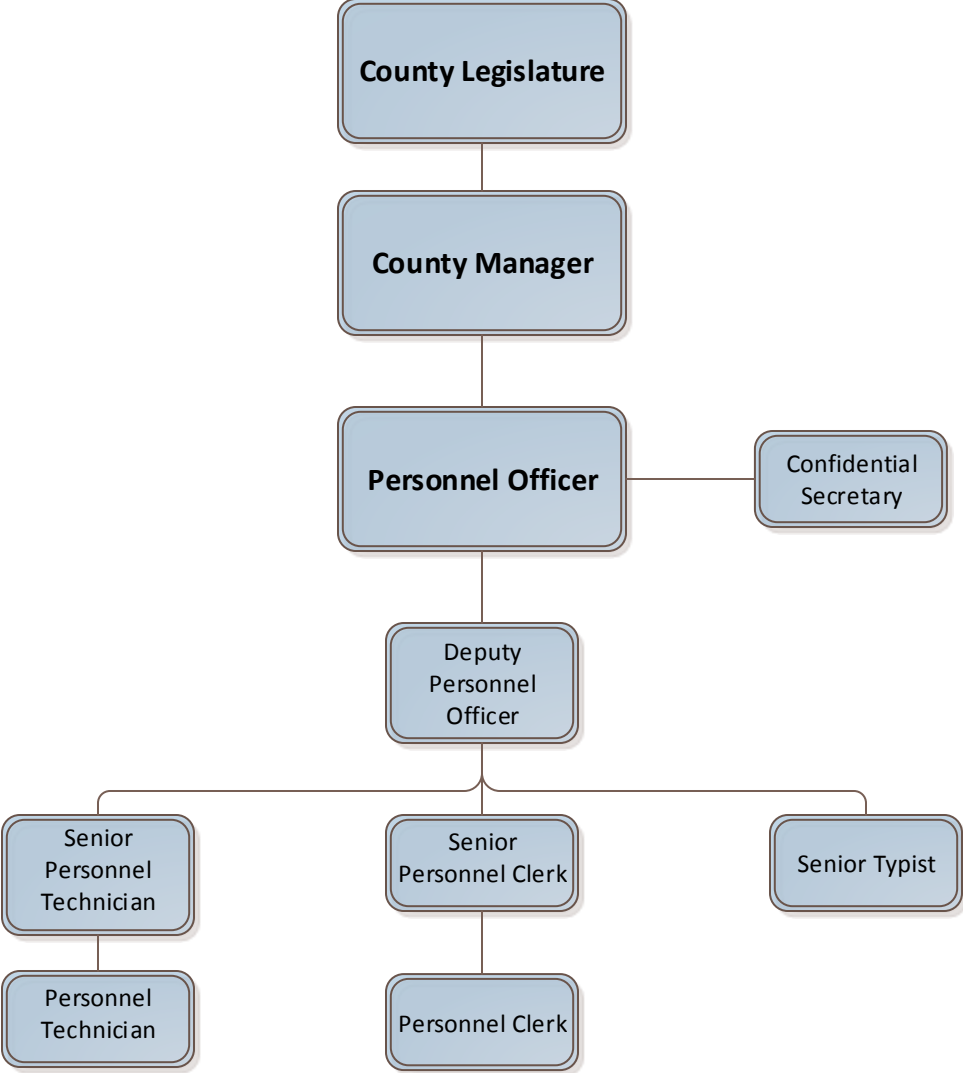


# Personnel

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## Personnel – Key Duties of Staff

### Personnel Officer

- Administers and enforces the provisions of Civil Service Law, Rules and Regulations for all county departments and the towns, villages, school districts and special districts within the county excluding those school districts for which civil service is administered by city Civil Service Commissions;
- Classifies all positions and prepares job class specifications;
- Maintains personnel records and position records for all classified positions;
- Certifies payrolls for all classified positions;
- Administers recruitment programs for all positions in the civil service;
- Reviews all application forms for examination or employment and determines which candidates meet minimum qualifications;
- Administers all examinations and oversees the recording of examination results including addition of Veterans' credits;
- Establishes and certifies all eligible lists;
- Administers and has overall responsibility for and is in charge of labor negotiation activities;
- Administers the provisions of the approved wage and salary plans for county employees;
- Administers and coordinates county employee benefit programs including all health insurance and retirement plans;
- Directs county employee planning, orientation, training and development plans;
- Evaluates, on an on-going basis, departmental organization and the need for new positions;
- Supervises the maintenance of all county employee time records including sick leave, vacation leave and personal leave;
- Administers labor relations program including resolution of grievances, interpretation of labor contracts and the advising of department heads regarding labor relations matters;
- Administers the County's Equal Employment Opportunity program.

### Deputy Personnel Officer

- Interprets and applies the Civil Service Law and Rules in the formulation of policies and procedures;
- Discusses problems encountered in the implementation of Civil Service Law and Rules, or general personnel matters relating to Civil Service, with municipal or school district officials, and recommends courses of action;
- Supervises the establishing, maintenance, and continual up-date of the classification plan by reviewing duties of all proposed or existing positions for classification or re-classification purposes and presenting recommendations to the Personnel Officer;
- Prepares job class specifications from data obtained by questionnaire, interview, and audit;
- Oversees and advises subordinate staff in their performance of a variety of personnel operations including payroll certification, eligible list certification and roster record card maintenance;

- Determines types of examinations required, orders appropriate examinations, prepares examination announcements, and supervises the distribution of the announcements;
- Reviews applications for examination or appointments and makes recommendations to the Personnel Officer;
- Manages the business of the Department on behalf of the Personnel Officer at times when he/she is not present, including, as necessary, interpretation of provisions of employee contracts as applied to particular cases;
- Signs documents for the Personnel Officer when he/she is absent from the office;
- Supervises the conduct of examinations and oversees the activities of monitors;
- Supervises the establishment of eligible lists, notifications to candidates, issuing of canvass letters, and issuing of Certifications of Eligibles;
- Prepares correspondence and memorandums outlining rationale for actions taken by the Personnel Officer;
- Prepares Rules revision packages for presentation at public hearings and to the State Commission for approval;
- Plans new methods and procedures for more efficient administration of the civil service operations conducted by the Department;
- Oversees civil service tasks assigned to subordinate employees and checks and reviews all completed work.

#### Confidential Secretary

- Handles details of the day-to-day administration of the office under the direction of the Personnel Officer;
- Makes appointments for the Personnel Officer, receives calls and callers, and refers them to proper Departments or to the Personnel Officer, as appropriate;
- Answers requests for information, conducts correspondence independently or from brief general instruction, and prepares a wide variety of reports;
- Supervises and performs all aspects of the handling of correspondence for the office;
- Coordinates and maintains the Personnel Officer's calendar.

#### Senior Personnel Technician

- Interprets and applies the Civil Service Law and Rules in the formulation of policies and procedures;
- Discusses problems encountered in the implementation of Civil Service Law and Rules, or general personnel matters relating to Civil Service, with municipal or school district officials, and recommends courses of action;
- Supervises the establishing, maintenance, and continual up-date of the classification plan by reviewing duties of all proposed or existing positions for classification or re-classification purposes and presenting recommendations to the Personnel Officer;
- Prepares job class specifications from data obtained by questionnaire, interview, and audit;
- Oversees and advises subordinate staff in their performance of a variety of personnel operations including payroll certification, eligible list certification and roster record card maintenance;

- Reviews applications for examination or appointments and makes recommendations to the Personnel Officer;

#### Personnel Technician

- Interprets and applies the Civil Service Law and Rules in the formulation of policies and procedures;
- Discusses problems encountered in the implementation of Civil Service Law and Rules, or general personnel matters relating to Civil Service, with municipal or school district officials, and recommends courses of action;
- Participates in the establishment, maintenance, and continual up-date of the classification plan by reviewing duties of proposed or existing positions for classification or re-classification purposes, and presents recommendations to the Personnel Officer;
- Prepares job class specifications from data obtained by questionnaire, interview, and audit;
- Oversees and advises subordinate staff in their performance of a variety of personnel operations including payroll certification, eligible list certification and roster record card maintenance;
- Determines types of examinations required, orders appropriate examinations, prepares examination announcements, and oversees the distribution of the announcements;
- Reviews applications for examinations or appointments and makes recommendations to the Personnel Officer;
- Conducts examinations and oversees the activities of subordinate monitors;
- Personally participates in or oversees and reviews the establishment of eligible lists, notifications to candidates, issuing of canvass letters, and issuing of Certifications of Eligibles;
- Assists in the preparation of correspondence and memorandums outlining rationale for actions taken by the Personnel Officer.

#### Senior Personnel Clerk

- Personally performs and supervises the review of payrolls for accuracy and conformance to established rules for certification;
- Receives, reviews, and processes a wide variety of personnel transaction forms and makes appropriate entries to roster record cards and position backing;
- Collects and assists the Personnel Officer in the analysis of personnel data for EEO/AAP/ADA development, record keeping, and maintenance of procedures and controls to meet planned objectives;
- Screens requests for employment data and releases solicited information to authorized parties;
- Checks payrolls for errors, calls errors to the attention of payroll clerks for solution, and ensures that corrections are made;
- Maintains and updates information contained in employee personnel folders;
- Oversees and checks the work of subordinates;
- Prepares a wide variety of correspondence, memoranda, and statistical data;
- Assists in the orientation of new County employees.

### Personnel Clerk

- Receives, reviews, and processes a wide variety of personnel transaction forms and makes appropriate entries to roster record cards and position backing cards;
- Reviews and checks payrolls for accuracy and conformance to established rules of procedure in preparation for certification;
- Assists in the preparation of a variety of reports and compiles statistical data and information as needed;
- Assists in the preparation, typing, and dissemination of examination announcements;
- Types a variety of personnel reports, memoranda, and correspondence;
- Assists in the preparation of eligible lists;
- Canvasses eligible lists and prepares Certifications of Eligibles to forward to appointing officers;
- Answers questions pertaining to personnel matters from employees, department heads, and the general public.

### Senior Typist

- Operates keyboarding, data entry, calculating, and other office machines;
- Answers telephone or relieves staff at switchboard and gives out routine information;
- Conducts routine correspondence;
- Oversees and participates in the preparation, review, proofing, processing, indexing, sorting, recording, and filing of a variety of records, reports, and accounts;
- Maintains personnel records and prepares payrolls.