

Civil Division: Oneida County Government, Mohawk Valley Water Authority
Jurisdiction Class: Competitive
EEO Category: Professional
Revised: 05/15/12

PERSONNEL TECHNICIAN I

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the performance of a variety of technical personnel duties. The incumbent may be assigned individual responsibility for particular personnel and human resource areas. This position differs from Personnel Assistant in the level of responsibility and the level of difficulty in the assigned work areas. The work is performed under the general direction of an upper level supervisor. Supervision may be a function of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responds to inquiries from employees, the general public and officials served by the Personnel Office or Administrative unit;
Processes and reviews personnel, payroll, and certificate records for conformance with laws, rules and regulations;
Prepares a variety of correspondence and makes recommendations to the administrative head;
Examines positions for allocation to salary groups;
Reviews applications for examination or appointment;
Participates in recruitment programs by assisting in the drafting and distribution of examination announcements;
Participates in development and administration of training programs;
Assists in planning new methods and procedures for more efficient operation of human resource functions;
Assists with maintaining and administering certified lists in conformance with the NYS Civil Service Law, Oneida County Civil Service Rules, policies and procedures;
Assists with position classification;
May assist with the administration of tests and the review of test scores for locally administered examinations and performance tests;
May participate in grievance administration;
May attend conferences, seminars and meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles of personnel administration, including policies, procedures, employee relations, and recruitment; working knowledge of the State Civil Service Law and Oneida County Rules for the Classified Service; working knowledge of the organization and functions of local government in New York State and of county operations; ability to use computer software; ability to communicate effectively, both orally and in writing; ability to carry out oral and written instructions; ability to get along well with others; good judgement; initiative and resourcefulness; courtesy; tact.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources, Labor Relations, or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Human Resources, Labor Relations, or in a closely related field, **AND** two (2) years of paid experience in **technical personnel work***.

***Technical personnel work** is limited to experience in:

1. Job classification and compensation;
2. Personnel recruitment, or career counseling or placement;
3. Fringe benefit administration and labor relations and contract administration;
4. Preparation of position descriptions;
5. Supervision of personnel records department;
6. Civil Service administration.

NOTE: Clerical experience in support of the above personnel functions will not be acceptable for qualification.

Adopted: 10/13/98

Revised: 11/09/98; 02/24/99; 07/30/04; 05/16/05; 12/10/08; 01/06/10; 01/14/11; 05/15/12

Title in promotional series: Personnel Assistant; Personnel Technician I; Personnel Technician II; Director of Civil Service Administration