

Civil Division: Oneida County Government, BOCES,  
Mohawk Valley Water Authority, Towns  
Jurisdiction Class: Competitive  
EEO Category: Professional  
Revised: 01/14/11

## **PERSONNEL TECHNICIAN II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that involves responsibility for assisting the department head, personnel officer or administration unit with operating a personnel department. Responsibilities include, but are not limited to, preparation and maintenance of personnel records, processing various personnel transactions, and in providing human resource support and guidance to employees and/or the public. The work entails a high degree of independence and judgement in providing human resource and personnel services. The work is performed under the general supervision of the administrator, in accordance with policies and guidelines established by Oneida County Civil Service, department head, personnel officer or administrative unit. Supervision is a function of this class. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Maintains and administers personnel transactions in conformance with NYS Civil Service Law, Oneida County Civil Service Rules, and agency's policies and procedures;

Processes civil service eligible lists, canvassing, and certifications and reviews for conformance with laws, rules, and regulations;

Responds to public inquiries by providing information and answering personnel questions;

Prepares a variety of reports and recommendations;

Researches Civil Service Law and Rules and provides summaries and interpretations;

Provides technical assistance to managers and supervisors in personnel administration, procedures, and practices;

Attends conferences, seminars and meetings;

Assists in planning new methods and procedures for more efficient operation of human resource functions;

May administer tests and review test scores for State and locally administered examinations and performance tests;

May assist in analyzing, developing and revising job specifications from data obtained by questionnaire, interview and/or audit;

May complete introduction/orientation/processing of employees to benefits and policies;

May interpret union contract provisions related to personnel matters;

May conduct studies on a variety of personnel issues and concerns and submit recommendations to supervisor;

May assist the supervisor in highly confidential matters, ranging from legal compliance to disciplinary actions;

May perform the tasks and duties related to the employee payroll system, ranging from, but not limited to, the interpretation of contractual obligations for compensation, payroll input and the generation of pay-related reports;

May handle and maintain New York State Retirement System enrollments and contributions, as well as generate required reports.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern principles and practices of public personnel administration including position classification, job analysis, public relations, performance rating and examination administration; good knowledge of records maintenance and personnel transactions; good knowledge of the agency and the organization and functions of the local civil service agency; ability to plan and supervise the work of others; ability to conduct research and to prepare detailed reports; ability to use computer software; ability to establish and maintain good working relationships with employees and the general public; ability to analyze and resolve problems; good judgment; initiative and resourcefulness; courtesy; tact.

**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, or a closely related field **AND** two (2) years of full-time paid experience in technical personnel work\*; **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, or in a closely related field, **AND** four (4) years of paid experience as listed in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience as listed in (A) above.

**\*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.

**SUBSTITUTION:** Satisfactory completion of 30 credit hours, towards a Master's degree, from a regionally accredited or New York State registered college or university in public or business administration, industrial relations, human resources, or related field may be substituted for one (1) year of experience as listed in (A) above.

Adopted: Personnel Technician 03/01/82  
Title change from Personnel Technician: 03/01/01

Revised: 03/01/01, 07/30/04, 05/16/05, 10/21/05, 06/26/06, 12/10/08, 01/14/11