HUMAN RESOURCES ASSISTANT **151-D**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordination of nursing staffing, facility in-service training and human resource functions for the Sullivan County Adult Care Center. Duties will include implementation of nursing staff scheduling, facility in-service training programs, coordination of employee orientation, and employee counseling. Work is performed in accordance with established policies. Leeway is allowed for the exercise of independent judgment in performing most job duties.

TYPICAL WORK ACTIVITIES:

Generates staffing schedules for the Nursing Department;

Coordinates the department's orientation of new employees;

Coordinates County orientation of new employees with the Personnel Department;

Identifies staff development, in-service, and other training needs and monitors staff compliance with regulations;

Supervises the maintenance of employee time keeping records including records relating to the use of leave time and the accrual of overtime;

Counsels staff regarding tardiness, call-outs and refusal to accept mandations;

Assists with staff recruitment activities and interviews prospective employees;

Monitors compliance with staff evaluations and physicals;

Mandates staff to ensure proper staffing levels, due to call-outs;

May conduct studies or surveys in support of the human services function;

Performs a variety of duties in support of the department's progressive discipline program including the investigation of incidents, preparation of charges, and coordination of the disciplinary process;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of planning and executing the human resources management function in a governmental agency; working knowledge of the principles and practices of conducting staff development programs; working knowledge of the Civil Service Law, the local Rules for the Classified Civil Service, employee labor agreements, and established personnel policies; working knowledge of the development of a staffing schedule for a 24 hour a day, seven days a week facility; ability to assess and evaluate training needs; ability to present ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with others; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business Administration or a related field and one (1) year supervisory or human resources experience; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in Public Administration, Business Administration or a related field and three (3) years experience as described in (A) above; or

(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above; or

(D) An equivalent combination of training and experience as described in (A), (B) and (C) above.