

**SENIOR PERSONNEL SPECIALIST - MUNICIPALITIES**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, performing, and administering specialized Personnel related technical and clerical tasks in a municipality where the primary responsibility of the position involves the preparation and processing of personnel related transactions; including but not limited to management of Personnel paper and electronic systems, recruitment, training, onboarding, and offboarding practices. The work is performed under general supervision of an administrative superior in accordance with personnel policies and procedures of the municipality and with leeway allowed for the exercise of independent judgment in carrying out work assignments. Supervision may be exercised over the work of clerical subordinates. The work involves considerable contact with the public and jurisdictional personnel.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for planning, implementation/upgrades, data management, user support and training, setting best practices, and report writing, for Personnel related paper and electronic

systems;

Responds to inquiries from the general public regarding job opportunities and employment procedures;

Maintains employee personnel records, including attendance and leave use and accruals and payroll and benefits information;

Prepares data and distributes and files correspondence, documents and other applicable records utilizing common office personal computer programs;

Screens and directs telephone calls;

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Acts as a resource regarding personnel, payroll and/or benefits information;

Reviews and approves necessary forms and documentation for compliance, i.e., applications, I-9 Employment documents, fingerprinting, transcripts, TEACH certificates, etc., (applicable in school districts);

Processes transactions, such as appointments, promotions, salary changes, transfers, leaves, resignations and forwards appropriate paperwork to the payroll department as well as the local Civil Service Agency;

Reviews payroll register to verify appropriate changes are made and sends copy of appropriate payroll to Civil Service Agency for certification purposes;

Prepares and sends out canvass letters to candidates on eligible lists and manages Preferred Eligibility lists (PEL) as necessary;

Oversees the creation and placement of postings and advertisements for recruitment, when required;

Assists with planning, marketing materials, coordination, and implementation of recruitment initiatives, such as college career events and/or non-certified recruitment fairs;

Screens applicants and conducts background inquiries to determine eligibility and sets up interviews with appointment authority;

Prepares board agenda items for personnel related matters, including, but not limited to appointments, salary allocations, promotions, resignations, and leaves;

Assists in the completion of NYS reports relative to professional personnel (applicable in school districts);

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Responsible for accuracy and completion of various employment verifications, including, but not

limited to, Loan Forgiveness, certified teaching/administrative years of service;

Assists with new employee orientation and staff development activities;

Keeps Substitute Lists updated and distributed to schools (applicable in school districts);

May be required to maintain certification as a NYS Notary Public;

May assign, supervise, or review the work of subordinate clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good know of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of clerical procedures involving the function of personnel transactions; working knowledge of State and Federal laws and regulations that apply to personnel administration; ability to prepare routine correspondence dealing with employment process; ability to prepare and maintain personnel records; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain cooperative relations with the public, staff, and other agencies; ability to demonstrate keyboard proficiency; tact; 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 or higher in Human Resources or Business Administration, or a related field, and two (2) years of experience in at least one Human Resources/Personnel function; or

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(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 Associate's Degree or higher in Human Resources, Business Administration, or a related field, and four (4) years of experience in at least one Human Resources/Personnel function; or

(C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience as described in (A) above.

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Originated:2/5/2024

Jurisdictional Class: Competitive

Public Hearing: n/a

NYS Civil Service Commission Approval: n/a

Reviewed and placed in Classplan: 2/5/2024