

GENESEE COUNTY

HUMAN RESOURCE SPECIALIST – CITY OF BATAVIA

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing the more complex technical phases of personnel administration. The incumbent serves as a resource in matters pertaining to personnel related issues. Work is performed under general supervision in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. An employee in this class is required to exercise the highest degree of discretion to insure the confidentiality of departmental records. Supervision may be exercised over lower level clerical personnel Does related work, as required.

TYPICAL WORK ACTIVITIES:

Performs various personnel functions and maintains up-to-date personnel files;
Researches and compiles various statistical and/or billing reports;
Researches and reports on general personnel matters, such as sick leave abuse and turnover;
Assists the Assistant City Manager with the administration of various City personnel and labor relations programs;
Assists in budget preparation;
Enrolls and explains NYS Retirement benefits and Health Insurance Benefits to employees;
Tracks insurance enrollees;
Completes Worker's Compensation reports and tracks employees;
Prepares paperwork for Family Medical Leave Act;
Processes paperwork for NYS Unemployment Benefit claims;
Maintains leave credit records for all employees;
Develops, implements, and administers safety initiatives and personnel rules and regulations;
Creates various end of the month and yearly reports;

The above examples of duties are intended only as illustrations of various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of public personnel administration; Good knowledge of arithmetic and English language; ability to prepare written material and compile statistics; ability to understand complex oral and written material; ability to establish cooperative working relationships; ability to get along well with others; initiative, resourcefulness, tact and courtesy, integrity and dependability.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of a four year degree from a regionally accredited college or university in Business Administration, Public Administration, Human Resource Management or related field, and two (2) years of full-time paid experience in personnel work in the public or private sector;
- OR**
- B. Possession of a two year degree from a regionally accredited college or university in Business Administration or related field, and four (4) years of full-time paid experience in personnel work in the public or private sector;
- OR**
- C. Six (6) years of full-time paid experience in personnel work in the public or private sector.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 9/17/02, Revised 7/14/09