

GENESEE COUNTY

HUMAN RESOURCE SPECIALIST – TOWN OF BATAVIA (HELP Program)

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 direct supervision of the Town Supervisor and 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 training certificates;
Researches and reports on general personnel matters, including but not limited to: drug testing, monitoring driving records, etc.;
Update all policies for compliance;
Assists the Town Supervisor with the administration of various personnel and labor relations;
Process new hire paperwork, including enrolling and explaining NYS Retirement benefits and Health Insurance Benefits to employees;
Tracks insurance enrollees;
Manage Civil Service reporting requirements;
Manage mandatory and voluntary elections (AFLAC, Allstate, NYSLRS, United Way, Deferred Compensation, etc.), including all reports and payments;
Prepare and process payroll;
Review and approve time sheets, along with employee deductions;
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;
Track Professional Licenses, such as but not limited to: Water/Sewer, Engineering, Building Department, ZBA, and Planning;
Responsible for sending letters to candidates after interviews;
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.

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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.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk, hear, and walk.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and far vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet.

MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of a Bachelor's degree or higher 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 an Associates degree 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. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND** Six (6) years of full-time paid experience in personnel work in the public or private sector.

NOTE: Part-time paid experience as defined above will be pro-rated.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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