

Department: Essex County Personnel
Classification: Competitive
Grade: __4M/C

SPEC DISK C4
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PERSONNEL TECHNICIAN TRAINEE

This is a trainee position in the competitive class. Appointment following examination is for a one year term during which time incumbents learn the basics of various phases of public personnel administration. Training is essentially on-the-job with academic assignment possible. Promotion upon successful completion of the training period may be made without further examination to Personnel Technician.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in various technical areas of personnel administration while undergoing on-the-job training to become qualified as a Personnel Technician. This is elementary work involving responsibility for learning and assisting in the administration of the various phases of public personnel work. The work is performed under the direct supervision of the Personnel Officer or a senior level technician through assignments, reports and conferences for review of work for conformance with policies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews duties of proposed and existing positions for classification purposes and submits recommendations to Personnel Officer;
Assists in evaluation of positions for allocation to salary groups;
Participates in periodic salary surveys by selection of sources, analysis of data, preparation of tabulations;
Assists in preparation of position specifications from data obtained by questionnaire, interview and audit;
Reviews applications for examination or appointment and makes recommendations as to qualifications to Personnel Officer;
Participates in recruitment programs by assisting in the drafting and distributing of examination announcements;
Assists in administration of benefit programs through preparation of reports, responding to inquiries and resolving problems;
Assists in development and administration of training programs;
Assists in planning new methods and procedures for more efficient operation of the Department of Personnel;
Assists with a variety of personnel operations including payroll certification, eligible list certification and roster card maintenance;
Prepare a variety of reports and recommendations for the Personnel Officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of principles of personnel administration including position classification, job evaluation, employee relations, public relations, performance rating and recruitment; working knowledge of the State Civil Service Law, and Essex County Rules of the Classified Civil Service; working knowledge of the organization and function of local government in New York State, of county operations and functions; ability to communicate effectively both orally and in writing; ability to carry out oral and written instructions; ability to get along well with others; sound judgment; initiative and resourcefulness; courtesy; tact; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in public or business personnel administration; or

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- (b) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and three years of experience in public or business personnel administration; or
- (c) Graduation from high school or possession of an equivalency diploma and five years of experience in public or business personnel administration; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Amended on February 13, 1987.