

**PERSONNEL TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing the various technical areas of personnel administration. The incumbent is responsible for assisting the Personnel Officer in administration of various phases of public personnel work. The work is performed under the general supervision of the Personnel Officer in accordance with established personnel policies and procedures with leeway allowed for the independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Reviews duties of proposed and existing positions for classification purposes;  
Evaluates positions for allocation to salary groups;  
Participates in periodic salary surveys by selection of sources, analysis of data, preparation of tabulations;  
Prepares 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 drafting and distributing of examination announcements;  
Administers benefit programs through preparation of reports, responding to inquiries and resolving problems;  
Assists in development and administration of training programs;  
Plans 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;  
Prepares a variety of reports and recommendations for the Personnel Officer;  
Proficiency in the operation of an electronic computer system and related peripheral equipment is a necessary requirement of the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles of personnel administration including position classification, job evaluation, employee relations, public relations, performance rating and recruitment; good knowledge of the State Civil Service Law, and Essex County Rules of the Classified Civil Service; good 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:**

**PROMOTION:** Twelve (12) months of permanent competitive status as an Essex County Personnel Technician Trainee or eighteen (18) months of permanent competitive status as an Essex County Personnel Clerk.

**OPEN COMPETITIVE:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two years of experience in public or business personnel administration; or
- (b) Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and four years of experience in public or business personnel administration; or
- (c) Graduation from high school or possession of an equivalency diploma and six 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).