

**Victor School vacancy-  
Salary \$ 44,000- \$52,000/ year**

**Candidate will be initially appointed on a provisional basis pending a Civil Service Exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.**

**EMPLOYEE RELATIONS ASSISTANT (SCHOOLS)**

**MINIMUM QUALIFICATIONS: EITHER:**

1. Possession of a Bachelor's Degree AND one (1) year of full-time paid, or its part-time equivalent, clerical office experience; OR
2. Possession of an Associate's Degree AND three (3) years of full-time paid, or its part-time equivalent, experience as described in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

**SPECIAL NOTE: EDUCATION:** 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.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for assisting with employee benefit administration. The incumbent performs management functions including, but not limited to, program planning, employee education and counseling, supervision, labor contract compliance, reporting, and program evaluation. The work is performed under general supervision with considerable latitude given for the exercise of independent judgment in carrying out assignments. General supervision is exercised over clerical staff, daily workflow, procedures, and projects of the human resource unit. Does related work as required.

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

Researches and recommends changes to benefit programs, policies, and procedures;  
Coordinates the payment of charges to benefit providers, carriers, and consultants;  
Assists with exit interviews of departing employees, including benefit termination/conversion issues;  
Assists in the development, execution, and tracking of training programs;  
Compiles data and prepares reports and surveys for labor negotiations and outside entities;  
Assists with administration and compliance with multiple labor contracts;  
Advises and educates employees regarding available benefit programs based on employment status and bargaining unit provisions;  
Maintains benefit information, codes, and payments on computerized payroll/information system;  
Assists with coordination and communication with benefit providers, carriers, and consultants;  
Assists with the orientation of new employees, including preparation of materials;  
Assists in advising employees of contract issues and recommending resources for resolving workplace conflicts and issues;  
Assists in advising managerial and supervisory staff on labor contract issues and compliance;  
Handles employee inquiries and complaints and directs them to available resources;  
Assists in the maintenance and application of various salary schedules;  
Assists in the maintenance of leave time accruals and usage records;  
Plans and supervises the collection, tabulation, and analysis of statistical data;  
Supervises the workflow, procedures, and projects of the human resource unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management, including a knowledge of employee relations' methods and procedures, organization, reporting and communication, and supervisory principles and techniques, thorough knowledge of business arithmetic and English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to communicate clearly and effectively, both verbal and written; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to train and supervise; ability to organize and lay out work for others; ability to manage projects; ability to get along well with subordinates, managerial and supervisory staff as well as employees and to secure their cooperation; ability to speak before groups in various settings; resourcefulness in the solution of complex administrative problems; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 3, 2009

REVISED: APRIL 6, 2023

CIVIL SERVICE CLASSIFICATION: COMPETITIVE