

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 apply for the next exam and be successful according to the Rule of Three.

HUMAN RESOURCES SPECIALIST

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: Either:

1. Possession of a Bachelor's Degree, or higher, in Business Administration, Public Administration, Human Resources Management, or a closely related field AND two (2) years full-time paid work experience, or its part-time equivalent, in human resources that included day-to-day personnel administration or civil service administration PLUS human resources data entry, processing and report running, benefits administration and/or payroll administration; OR
2. Possession of an Associate's Degree in Business Administration, Public Administration, Human Resources Management, or a closely related field AND four (4) years of full-time paid work experience, or its part-time equivalent, in human resources that included day-to-day personnel administration or civil service administration PLUS human resources data entry, processing and report running, benefits administration and/or payroll administration; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid work experience, or its part-time equivalent, in human resources that included day-to-day personnel administration, civil service administration, human resources data entry, processing and report running, benefits administration and/or payroll administration; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2), and (3) 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.

MINIMUM QUALIFICATIONS – PROMOTIONAL – WAYNE-FINGER LAKES BOCES: One (1) year permanent competitive status as an Administrative Aide or Human Resources Assistant in the Wayne-Finger Lakes BOCES.

DISTINGUISHING FEATURES OF THE CLASS This position is responsible for processing multiple types of human resource transactions. Duties, although often clerical in nature, will be broad in scope and the work will be varied. Duties performed are primarily focused on the specialized programmatic tasks and functions of human resource transactions, using computer-based applications. Communications and training of employees may also be required. The work is varied depending upon the assignment of the individual employee. The work is performed under the general direction of a higher-level administrator with leeway given for the exercise of independent judgment in dealing with routine tasks and new tasks where policy is not yet established. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Processes human resource information, including information on appointments, separations, promotions, salary increases or benefits into a database to facilitate the preparation of various subsequent processes;
Assures accuracy of data entry and all human resource records;
Answers employee questions concerning various transactions pursuant to the individual's collective bargaining agreement including payroll, benefits, leave of absence, and workers' compensation among others;
Resolves human resource transaction discrepancies including unusual or difficult issues;
Prepares original correspondence to employees, vendors and other clientele on a variety of issues;
Prepares Civil Service paperwork and correspondence;

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TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Processes information pertaining to various other human resources transactions including, but not limited to, recruiting, grievance handling, unemployment insurance, benefits programs, and workers compensation;
Participates in the implementation of upgrades or new software systems pertaining to human resources information systems including payroll, benefits, or other component systems;
Trains new employees and departmental users on the use of human resources information systems and processes;
Develops and make recommendations to improve efficiencies in the office;
Prepares reports using computer-based applications to create spreadsheets, manipulating data as needed;
Maintains electronic and hard copy files and records as required;
Assists in the development of human resource processes and procedures;
Helps ensure compliance with all applicable federal and state laws, including FLSA, IRCA, ADA, FMLA, TITLE IX, COBRA, HIPAA among others;
Provides back-up to other Human Resources staff;
Performs other duties as assigned consistent with the goals and responsibilities of this position and as directed by the Director of Human Resources and his/her designee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the school system and the school hiring process and programs;
Good knowledge of the principles and practices of personnel administration;
Good knowledge of recruitment systems and recruitment technology;
Good knowledge of local Civil Service Rules and regulations;
Good knowledge of policies and procedures related to health, dental, and prescription program benefits, coverage, and billing procedures;
Good knowledge of provisions, principles, and applications of negotiated agreements with employee bargaining units;
Good knowledge of office terminology, procedures and equipment; Ability to understand and interpret laws, rules, and regulations pertaining to employee salary and benefits; Ability to understand and interpret complex written materials;
Ability to write reports, gather and analyze statistics and monitor recruitment using an automated system;
Ability to deal effectively with administrators, parents, teachers, and students;
Ability to handle conflicts and deal effectively with sensitive issues;
Ability to work with a personal computer;
Ability to effectively communicate in English both orally and in writing;
Organizational ability and good judgement.

APPROVED: JUNE 11, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES