

Wayne-Finger Lakes BOCES – Vacancy

Salary Range: \$41,00 - \$52,000

Candidates 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 ADMINISTRATIVE ASSISTANT

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher; OR
2. Possession of an Associate's Degree AND two (2) years of full-time paid work experience, or its part-time equivalent, in personnel or human resources, the major function of which must have been in the maintaining and auditing of personnel records and providing personnel policies and programs; OR
3. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid work experience, or its part-time equivalent, in personnel or human resources, the major function of which must have been in the maintaining and auditing of personnel records and providing personnel policies and programs.

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: This position exists in a school district and/or the Wayne-Finger Lakes BOCES and serves as the primary aide for the Director of Human Resources. The incumbent is tasked with performing day-to-day operations of the Human Resources office, including the logistics involved in managing the Director's calendar, supporting administrative tasks and projects. The work involves constant public contact, often dealing with sensitive and complex problems related to human resources functions such as hiring, discipline, termination, benefits, equal employment opportunities and labor relations. In addition to clerical responsibilities, the incumbent would be expected to learn, apply and answer questions concerning the more routine aspects of the various contractual bargaining agreements, laws, rules, policies and procedures of a school district and/or BOCES human resources office. The work is performed under the direction supervision of the Director of Human Resources or other higher-level administrator of the agency. Supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Onboards new employees with respect to benefits, rights and obligations, and answers questions concerning health insurance, unemployment insurance, retirement benefits, and other employee benefits;
Enters data, completes and processes various forms, documents and reports, and maintains complex files, records and computer systems related to human resources functions;
Answers routine questions from all sources regarding employment policies, practices, opportunities, procedures, rights, benefits and obligations of employees and prospective employees;
Provides support to Director of Human Resources in such activities as compiling files, arranging logistics, and maintaining spreadsheets of activities within the process;
Prepares job postings and organizes hiring materials;
Prepares reports using computer-based applications to create spreadsheets;
Performs basic business math functions relative to calculating leave, benefits, seniority credits, salary, and purchase order requisitions, and maintains the department expense reports;

HUMAN RESOURCES ASSISTANT (SCHOOLS)

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Prepares original correspondence on a variety of human resources topics and types letters, memos and other correspondence as assigned by a supervisor;
Collects data regarding appointments, promotions, terminations, layoffs, pay rates, etc., and posts such data to appropriate forms and documents;
May assist in the civil service process, including canvassing certification of eligibles and answering questions;
Completes special projects as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office terminology, practices and procedures, business English and math;
Good knowledge of the objectives of the human resources function;
Good knowledge of office systems, equipment and technology, including Microsoft, Google and other human resources software;
Working knowledge of local Civil Service Rules and regulations;
Ability to learn the laws, rules and policies and procedures of a school district and/or BOCES human resources office, including basic personnel administration, salary plans, leave benefits, employee benefits, labor contracts and established departmental policies and civil service law as applied to appointment and service in the public sector;
Ability to perform responsible and complex duties requiring a high degree of accuracy;
Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases;
Ability to establish and maintain effective and productive relationships with all co-workers, including the ability to work independently as well as part of a team;
Ability to prioritize tasks, manage time effectively and produce a quality product in an often hectic and fast-paced environment;
Ability to troubleshoot and problem-solve in the area of customer relations;
Ability to effectively communicate in English both orally and in writing;
Ability to work with confidential information;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to deal effectively with the public;
Ability to maintain confidential and/or protected personnel information;
Possess a positive attitude;
Strong organizational skills;
Excellent customer relations skills;
Excellent in the area of attention to detail;
Accuracy; initiative; resourcefulness; sound judgement; courtesy; tact.