

PRINCIPAL PERSONNEL CLERK

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Comp.  
JG VIII  
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in a variety of personnel duties, including the preparation and maintenance of personnel records and the processing of personnel forms. Under the general supervision of a higher ranking department employee, an incumbent in this class is responsible for the specialized personnel work within the assigned department. The work may involve providing technical assistance related to the overall assessment of departmental operating procedures. Although work is generally performed according to established procedures, independent judgment and action is often required. Direct supervision may be exercised over other clerical employees. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Processes or oversees the processing of personnel transactions with the department, such as appointments, promotions, transfers, reinstatement, leaves with and without pay, resignations, salary changes, increments and longevities, probation reports; prepares and maintains departmental employee records, included those listed below:  
Supervises and trains lower level clerical staff related to personnel matters;  
Oversees the process by which all department appointments, promotions, transfers, and reinstatements are made;  
Analyzes operating problems related to personnel issues, assembles pertinent facts, develops alternative recommendations that aids in the final decision and presents these data in oral and/or written manner;  
Works with Senior Staff in establishing and revising interdepartmental policies, practices and procedures related to personnel work;  
Facilitates the planning and implementation of new initiatives and systems;  
Assigns and reviews the work of subordinates for accuracy, effectiveness and correctness;  
Works cooperatively with the County Personnel Office interpreting and applying personnel and New York State Civil Service Rules;  
Canvasses Civil Service eligible lists;  
Acts as information clerk where a general knowledge of personnel and benefit questions are needed;  
Publicizes all Civil Service announcements and postings;  
Processes Health Benefits transactions including COBRA;  
Processes Worker's Compensation claims;  
Processes unemployment benefits claims;  
Works cooperatively with other department personnel and other County Departments (including, but not limited to Labor Relations, Department of Law and Personnel Department) interpreting and applying rules and polices relating to the Health Benefits Worker's Compensation Benefits, Unemployment Benefits, Safety and other Human Resources Programs;  
Prepares Federal and State mandated reports related to personnel matters at schedules periods throughout the year;  
Operates an alpha-numeric keyboard and microcomputer to transcribe data directly to the computer and retrieve relevant data as required;  
Prepares relevant data for collective bargaining negotiations;

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TYPICAL WORK ACTIVITIES

Attends collective bargaining negotiations as required;  
Attends meetings on personnel and payroll topics as required;  
Interprets Union contract provisions related to personnel matters and prepares reports as required;

Interviews applicants for various positions;  
Prepares and submits various departmental reports including vacancy reports on a regular basis in a timely matter;  
Carries out special assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of all the various divisions within of the department to which assigned, their job responsibilities and various job classifications;  
Good knowledge of current principles, practices and procedures of the department to which assigned;  
Good knowledge of organization and staffing methods and levels;  
Good knowledge of personnel transaction procedures;  
Good knowledge of the attendance rules and policies Erie County Classified Civil Service governing employment;  
Working knowledge of Civil Service Law and the Erie County Classified Civil Service Rules and Regulations, collective bargaining agreements and other pertinent information;  
Ability to verbally communicate with interdepartmental, intradepartmental and outside people to explain interpretation of laws, rules, regulations, employee benefits and procedures;  
Ability to prepare correspondence dealing with the employment process;  
Ability to train clerical personnel;  
Ability to prepare written and oral presentations;  
Sound judgment;  
Tact;  
Courtesy;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university with coursework in Business, Human Resources, or a related field; four (4) years of office experience including three (3) years in personnel clerical work; or
- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of office experience, including five (5) years in personnel clerical work; or
- C) An equivalent combination of training and experience as defined by the limits and (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.