

PERSONNEL SPECIALIST (TOWN OF UNION)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town of Union and is responsible for the administration of personnel, payroll, and employee benefits programs. Personnel functions include preparation and maintenance of all employee records, implementation of Civil Services Rules and Regulations, as well as Town personnel requirements. Payroll responsibilities include performing all payroll calculations, adjustments as well as maintaining all payroll files and records. Employee benefits functions include the preparation and maintenance of benefit system enrollments, changes and terminations as well as worker's compensation, disability and unemployment benefits. Work is performed under the direct supervision of the Comptroller, with leeway allowed for the exercise of independent judgment. Supervision may be exercised over lower level department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes and maintains employee benefit system enrollments;
Processes and maintains worker's compensation, disability, and unemployment benefits;
Verifies, processes and maintains employee payroll records;
Responsible for inputting employee information into payroll system to generate payroll checks;
Computes and verifies employee payroll information including hours worked, deductions, overtime, tax changes and related calculations;
Prepares and verifies monthly retiree payroll report for New York State Retirement System;
Conducts new employee orientation presentation;
Enrolls new employees for benefits and assists others when changing benefits;
Assists employees with open enrollment process;
Inputs personnel data from source documents into computer system;
Maintains all personnel records and files including leave accruals, flex spending program and Union benefits;
Serves as liaison between employees and insurance companies regarding claim issues;
Completes, reviews and submits required Civil Service paperwork;
Maintains records essential to the Civil Service process including examinations, appointments, canvas letters, eligible lists and exam scopes;
Assists department heads with recruitment, including application review;

Prepares and reviews a variety of documents including but not limited to claim forms, vouchers, purchase orders, account payables and receivables;
Prepares and maintains a variety of reports, and presents data when requested;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in maintaining financial accounts and records;
Good knowledge of modern methods used in maintaining payroll accounts and records;
Good knowledge of the principles and practices used in accounting and bookkeeping;
Good knowledge of employee benefit plans as well as enrolling, changing and terminating benefits;
Good knowledge of office terminology, procedures and equipment;
Working knowledge of the principles and practices of personnel administration;
Working knowledge of computer software applications;
Working knowledge of New York State Civil Service Law and the Broome County Rules for the Classified Service;
Ability to communicate effectively both orally and in writing;
Ability to prepare and maintain accurate records and reports;
Ability to analyze and organize data and prepare records and reports;
Ability to establish and maintain effective working relationships with others;
Ability to meet stringent deadlines;
Ability to formulate logical decisions;
Ability to plan and supervise the work of others
Ability to interpret and explain personnel and payroll matters;
Ability to identify and correct errors in mathematical computations and improper entries on a variety of documents;
Skill in mathematical computations;
Self-motivator;
Discretion and sensitivity;
Dependable;
Cooperative.

MINIMUM QUALIFICATIONS

A) Completion of 30 semester credit hours from a regionally accredited or New York State registered college or university and one year of clerical experience that included processing personnel transactions; OR

B) Graduation from high school or possession of an equivalency diploma and three years of clerical experience that included processing personnel transactions; OR

C) An equivalent combination of training and experience as described in A) and B) above.

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Competitive