

## **PERSONNEL ASSOCIATE TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves assisting in various technical areas of personnel administration while undergoing on-the-job training to become qualified as a Personnel Associate. This is work involving responsibility for learning and assisting in the administration of the various phases of public personnel work. The work is performed under the direct supervision of the Personnel Officer or a Senior Personnel Associate through assignments, reports, conferences and review of work for conformance with policies. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews duties of proposed and existing positions for classification purposes and submits recommendations to Personnel Officer or Senior Personnel Associate;

Assists in evaluation of positions for allocation to salary groups;

Participates in periodic salary surveys by selection of sources, analysis of data and preparation of tabulations;

Assists in preparation of position specifications from data obtained by questionnaire, interview and audit;

Reviews applications for examination or appointment and makes recommendations as to qualifications to the Personnel Officer;

Participates in recruitment programs by assisting in the drafting and distribution of examination announcements;

Develops and implements recruitment campaigns and strategies to attract qualified candidates, including creating and posting job ads on various social media platforms and attending job fairs;

Receives, categorizes, and follows-up on employment applications and inquiries in order to establish and update a pool of candidates to meet recruitment needs;

Assists in administration of benefit programs through preparation of reports, responding to inquiries and resolving problems;

Assists in development and administration of training programs;

Assists in planning new methods and procedures for more efficient operation of the Department of Personnel;

Assists with a variety of personnel operations including payroll certification, eligible list certification, roster card maintenance, benefits records maintenance and recruitment;

Prepares a variety of reports and recommendations for the Personnel Officer.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of principles of personnel administration including position classification, job evaluation, salary administration, benefits administration, employee relations, public relations, performance rating and recruitment;

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Working knowledge of the State Civil Service Law and the Broome County Rules for the Classified Civil Service;  
Working knowledge of the organization and functions of local government in New York State;  
Working knowledge of County operations and functions;  
Working knowledge of the practices and techniques of recruitment including social media outreach;  
Ability to carry out oral and written instructions;  
Ability to get along well with others;  
Good judgment;  
Initiative and resourcefulness;  
Creativity;  
Courtesy;  
Tact;  
Physical condition commensurate with the demand of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; OR
- B) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university and two years of experience in public administration, business administration or human resource management; OR
- C) Graduation from high school or possession of an equivalency diploma and four years experience in public administration, business administration or human resource management; OR
- D) An equivalent combination of training and experience as indicated within the limits of A), B) and C) above.

**Business Administration** - work experience that involves responsibility for the coordination and direction of human, physical and financial resources. This experience involves identifying problems, obtaining and analyzing relevant information and determining and implementing solutions. Such experience involves decision-making with significant consequences in a combination of areas such as organizing priorities, evaluating and acting on financial records, financial and managerial accounting, organizational behavior, etc. Experience limited to a single discipline such as accounting or record retention would not be qualifying.

**Human Resource Management** - focuses on the effective utilization of people at work.  
Human Resource Management is an extension of personnel and labor relations, but also includes the traditional areas of recruitment, selection, placement, classification, compensation,

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and training. The ultimate goal of a Human Resource Manager is to provide an organization with the people who will be most effective in its jobs.

**Public Administration** - relates to the formulation and implementation of governmental policies and programs. Work experience would be oriented toward the environment of public administration - law, the political process, the economy, and the major components of the administrative process, such as program planning and evaluation, policy analysis, financial management, personnel management, organizational development and executive leadership.

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COMPETITIVE