



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	HUMAN RESOURCES ASSOCIATE
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	08/12/09
Revised: CSM	10/14/09, 3/9/11, 11/9/16

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for assisting the Human Resources Administrator and other Commission staff in administering civil service and human resources functions within the county. The work is performed under the general supervision of, and in accordance with, policies and guidelines established by the Civil Service Commission and Cayuga County. The Human Resources Associate is involved in much of the routine day-to-day operation of the office, including the maintenance of civil service and human resources records and serving as a contact for public employers, employees, and the public in related matters. Skill in keyboarding and computer applications is necessary for satisfactory job performance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains roster records of all employees under the jurisdiction of the Civil Service Commission; Lead individual responsible for maintenance and upkeep of personnel, medical and related files;
Records and processes candidate and employee transactions;
Participates in and may perform core Civil Service activities such as payroll certifications for all applicable jurisdictions;
Actively participates in activities and preparations related to Civil Service examinations utilizing an understanding of Civil Service rules. Exam processes may include: exam announcements, applicant processing, receipt of fees, exam correspondence and communications, exam logistics preparation, preparing exam documents, monitoring exams, securing exam documents;
Processes exam results and prepares communications with Appointing Authorities; performs related tasks such as canvass letters and Certification of Eligibles;
May participate in training of departments, agencies and jurisdictions in the proper Civil Service procedures;
Participates in HR activities such as on boarding, HR policy and practice compliance, HR activity tracking, and employee communication;
May be directly involved with HR functions;
Interacts regularly with employees and the general public in person, on the phone and electronically in a professional and courteous manner. Provides assistance and guidance as necessary;
Reviews records for accuracy and completeness;
Familiar with and utilizes appropriate software;
Performs administrative functions including keyboarding, filing, answering telephones and correspondence, uses applications such as Word and Excel;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the Civil Service Law and local Civil Service Rules;
Good Knowledge of Human Resources laws, rules and practices;
Good knowledge of methods and procedures used in record maintenance, payroll certification and the processing of personnel transactions;
Good knowledge of the structure, functions and operation of municipal government;
Ability to understand negotiated contract settlements and their effects on payroll procedures;
Ability to communicate effectively with others;
Ability to plan, organize and initiate projects;
Ability to compose routine letters and memoranda;
Administrative aptitude;
Ability to operate a keyboard at an acceptable rate of speed;
A high degree of accuracy and attention to detail;
Neatness, integrity, tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree in Human Resources Management, business or public administration, finance or related field and one year of experience involving Human Resources Management, business or public administration, finance, payroll activities, or related field; OR
- (B) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in Human Resources Management, business or public administration, finance or related field and three years of experience involving Human Resources Management, business or public administration, finance, payroll activities, or related field; OR
- (C) Graduation from high school or possession of a high school equivalency diploma, completed a minimum of 9 credits of college study with courses in Human Resources Management, business or public administration, finance or related field and five years of experience involving Human Resources Management, business or public administration, finance, payroll activities, or related field.