



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	SENIOR HUMAN RESOURCES ASSOCIATE
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	08/12/09
Revised: CSM	11/12/14; 3/15/22

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent assists the Human Resources Administrator and the Deputy Human Resources Administrator in administering the Human Resources and Civil Service functions for Cayuga County. The incumbent assists and supports the implementation of all decisions made by the Administrator or Deputy Administrator. This class differs from that of Human Resources Associate in that the primary focus is in the area of Human Resource management. The Senior Human Resources Associate does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responsible for tasks associated with HR processes including recruitment, onboarding, compliance, benefit administration, training, and employment processes.

Researches information, prepares reports and provides data as requested by the HR Administrator;

Monitoring and consultation on noncompetitive employment process

Prepares monthly agenda for Civil Service Commission Meeting;

May prepare for and maintain minutes of Commission meetings;

Perform vacancy tracking, provisional tracking, examination ordering, scheduling, and coordinating the administration of civil service examinations;

May be required to establish, canvass, track and certify civil service eligible lists, including computation of seniority credits and veteran's credits;

May perform payroll input/certification and roster/position control tracking;

Process human resources information including appointments, separations, promotions, salary changes and leave of absences into HRIS database;

May be required to maintain employment histories and a variety of personnel files and records;

Coordinates employee training initiatives including working with facilitators, providing logistics and tracking and record keeping.

Answers routine correspondence by composing and typing letters;

Assists with the compensation plan and salary determination.

May participate in Civil Service processes as required including but not limited to exam monitoring, support to HR Associates the application of Civil Service rules.

May assume HR Associate responsibilities as required

May order office supplies and maintains inventory of all supplies;

Retrieves information from current and dead files;

Performs various other administrative and clerical duties as assigned by the Human Resources Administrator or Deputy Human Resources Administrator;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Service Law and Local Rules and practices
Good knowledge of principles and practices of modern public administration;
Good knowledge of the organization and functions of local government of New York State;
Ability to understand negotiated contract settlements
Ability to deal with the public, municipal officials, and department heads with firmness, tact and courtesy;
Ability to communicate effectively both orally and in writing;
Ability to analyze and resolve complex problems regarding civil service matters.
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 business or governmental administration, human resource management, finance or related field and two years of experience involving human resources or Civil Services administrative or related activities; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an associate degree or related field and four years of experience degree in business or governmental administration, human resource management, finance or related field and four years of experience involving human resources or Civil Services administrative or related activities; **OR**
- (C) An equivalent combination of experience and training as outlined by the limits of (A) and (B) and (C) above.

PROMOTIONAL QUALIFICATIONS:

Two years of permanent competitive class status as Human Resources Associate