

Jurisdiction Class: Competitive
EEO Category: Professionals
Revised: 04/28/2021

PERSONNEL TECHNICIAN III

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for performing a variety of technical and administrative personnel duties. Responsibilities include, but are not limited to, preparation and maintenance of personnel records, processing various personnel transactions, and in providing human resource support and guidance to employees and/or the public. The work entails a high degree of independence and judgment in providing human resource and personnel services. The work is carried out in accordance with New York State Civil Service Law, Oneida County Rules for the Classified Service and ancillary regulations. This class differs from subordinate positions in that the incumbent is required to apply complex principles of Civil Service and Personnel Administration, within the context of civil service law and rules and regulations. Work is performed under the general direction of a higher level supervisor with wide latitude being given to perform duties and responsibilities. General supervision is exercised over the work of professional and clerical employees. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responds to public inquiries by providing information and answering personnel questions;
Prepares a variety of reports and recommendations;
Researches Civil Service Law and Rules and provides summaries and interpretations;
Provides technical assistance to managers and supervisors in personnel administration, procedures, and practices;
Assists subordinate staff in the administration of Civil Service law, rules and regulations where such programs include consultations with civil divisions under Oneida County Civil Service jurisdiction;
Assists the Commissioner in preparing and submitting the annual reports to New York State Civil Service Commission and to the Board of Legislators;
May administer tests and review test scores for State and locally administered examinations and performance tests;
May complete introduction/orientation/processing of employees to benefits and policies;
May interpret union contract provisions related to personnel matters;
May conduct studies on a variety of personnel issues and concerns and submit recommendations to supervisor;
May assist the supervisor in highly confidential matters, ranging from legal compliance to disciplinary actions;
May perform the tasks and duties related to the employee payroll system, ranging from, but not limited to, the interpretation of contractual obligations for compensation, payroll input and the generation of pay-related reports;
May handle and maintain New York State Retirement System enrollments and contributions, as well as generate required reports.
May attend conferences, seminars and meetings concerned with civil service related duties and activities, and to promote efficient public personnel administration.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of public personnel administration as mandated by New York State Civil Service law, rules and regulations; thorough knowledge of management and organizational principles and practice; good knowledge of principles and practices of supervision; good knowledge of principles and practices of a merit system concept of position classification, recruitment and selection; good knowledge of organizational structures, functions, operations, objectives and goals of a department of personnel and its programs; ability to prepare detailed and/or complex correspondence to explain and to support civil service decisions, policies and recommendations; ability to supervise in a manner conducive to full performance and high morale; ability to analyze information gathered for the purpose of developing recommendations and/or making decisions; ability to make oral presentations concerning civil service plans and programs.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** two (2) years of experience in human resources or civil service administration, one (1) year of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND** three (3) years of experience in human resources or civil service administration, one (1) year of which must have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree **AND** five (5) years of experience in human resources or civil service administration, one (1) year of which must have been in a supervisory capacity.

NOTE: Clerical experience in support of human resources or civil service administration will not be acceptable for qualification.

Adopted: 06/13/2012
Revised: 09/27/2013; 05/23/2016; 04/28/2021