

ASSISTANT PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class exercises administrative and program responsibility for assigned area of operations including the formulation and implementation of policies and procedures necessary to achieve program and organizational objectives in accordance with appropriate governing policies, regulation and law. Frequent and substantive contacts with key management personnel and officials, is required and the ability to establish sound working relationships with such individuals is a prerequisite for the achievement of objectives and fulfillment of responsibilities. This class cooperates in top management functions of the personnel office and insures that assigned operations are effectively and appropriately integrated with other areas of the office. Administrative supervision is exercised over a number of managerial, professional and clerical personnel. Consultative services, technical advice and assistance is provided, for example, to department heads and Budget Office personnel concerning organizational matters, optimum staffing and job structure, and personnel and civil service practices to facilitate the achievement of departmental objectives. Extensive and substantive contacts occurs with key officials, managerial personnel and union officials. Supervision is exercised through subordinate supervisors over a substantial number of managerial professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Administers and directs the operations of assigned organizational components for the Personnel Officer insuring proper control, effective management, efficient expenditure of resources, and the attainment of departmental and program objectives;

Secures organizational approval for staff recommendations which entails frequent and substantive contact with key managerial personnel and officials;

Directs organizational and personnel studies for the purpose of advising management of the effective allocation of personnel resources;

Directs and develops effective human resources management strategies for various personnel programs in cooperation with key management staff insuring the resolution of operating problems on matters crossing organizational lines and authorities;

Plans, directs and evaluates the work of assigned staff insuring the development of skills and strengthening of knowledges and abilities necessary for effective job performance;

Advises the Personnel Officer on matters effecting assigned areas and programs and the overall management of the department;

Develops and implements management and program policies and procedures within the area of assignment;

EXAMPLES OF WORK: (Cont'd)

Designs and institutes management reporting systems within designated areas of responsibility insuring that logical basis and supporting data for such requests are clearly demonstrated;

Provides advice and guidance to department and local jurisdiction officials and management personnel generally on any aspect of personnel administration;

Discusses appropriate laws, rules, procedures with representatives of New York State Department of Civil Service;

Assists in dealing with employee associations, organizations or unions generally on any matter governing the terms and conditions of employment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and practices used in modern public personnel administration; thorough knowledge of the goals and objectives of assigned organizational components and the department; thorough knowledge of applicable rules, regulations, policies and procedures as they relate to area of assignment; thorough knowledge of the organization of the department; thorough knowledge of the principles and practices of administrative supervision and decision making; good knowledge of the organization of those departments and jurisdictions serviced by the office; ability to identify critical problem areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations; ability to plan and manage the organizational activities of several components or functions; ability to organize and delegate work assignments; ability to assess the performance of assigned personnel and programs; ability to motivate assigned personnel and provide leadership; ability to communicate effectively both orally and in writing; ability to think analytically; ability to work cooperatively with related agencies, officials and personnel; leadership; tact; sound professional judgment; integrity; initiative; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) five years of public personnel management experience; or (b) satisfactory completion of 30 credits toward a Master's Degree* in public, business, health administration or personnel management may be substituted for each year of the above stated experience; or (c) a satisfactory equivalent combination of training and experience.

NOTE: Satisfactory completion of an internship in Public Administration may be substituted for an equivalent amount of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0134
Job Group: XV