

PROGRAM ADMINISTRATOR (PERSONNEL RECORDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises and coordinates the activities of a number of personnel and payroll clerks in the maintenance and operation of a large automated payroll/personnel record system for both County and local jurisdictions. Responsibility involves providing technical and administrative direction in the processing, verification and approval of transactions affecting the employment and pay status of all county and local employees under County jurisdiction to ensure conformance with Civil Service Law, Westchester County Personnel Rules, labor agreements and administrative procedures. Work also involves generating reports based on available information in the automated system as required by Personnel management staff. Regular contacts with departmental administrative staff to insure the accuracy and appropriateness of transmitted personnel data, and also with Data Processing staff on the technical aspects of the operation of the record system is also a function of this position. Supervision is exercised over a large number of clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and approves County personnel/payroll transactions via a pending approval file on a computer terminal to ensure accuracy and compliance with Civil Service Law and Westchester County Rules;

Provides assistance to office staff and high level administrative personnel in various departments in the interpretation of County policy and civil service law as it relates to salary administration and civil service status;

Generates numerous, complex reports utilizing a computer system that must interface budget, payroll and personnel files to address various personnel and civil service requirements. These reports include, but are not limited to: State Annual and Monthly reports, Affirmative Action Annual Report, statistical reports used by the Director of Labor Relations during contract negotiations, etc.;

Assigns and prioritizes the work activity of staff to ensure the timely and accurate processing of personnel/payroll transactions such as new hires, promotions, demotions, salary adjustments, internal and external leaves, terminations, etc.;

Identifies and corrects inaccuracies and discrepancies in employee records as well as numerous reports in computer files;

Participates in meetings with management and administrative staff to analyze existing systems and policies and recommends new procedures and/or revisions in order to insure maximum utilization of current and/or future resources;

Trains Personnel/Payroll staff members and representatives of other departments in the retrieval and interpretation of data from a complex automated payroll/personnel system;

Acts as liaison with Data Processing in identifying, analyzing and correcting problems relating to computerized Payroll/Personnel roster files;

EXAMPLES OF WORK: (Cont'd.)

Develops and implements payroll/personnel procedures and trains both internal and departmental staff in their implementation;

Oversees payroll certifications of local jurisdictions prepared by staff to ensure accuracy and compliance with Civil Service Law;

Responds to: Freedom of Information Requests, inquiries from the NYS Retirement System regarding current and former employees', civil service history and payroll history.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the application and interpretation aspects of Westchester County Civil Service Rules as they apply to personnel transactions and payroll; good knowledge of the personnel records and systems in use in Westchester County, including practices and procedures; good knowledge of records administration within an automated data processing environment; good knowledge of the provisions, applications, and interpretations of current contracts in use by Westchester County; familiarity with EDP terminology used in Sperry Univac Systems including "Mapper"; ability to plan, supervise and direct the work of others; ability to operate a standard CRT terminal; ability to interpret complex written material; ability to communicate clearly and concisely, both orally and in writing; ability to work well with others; creativity; tact; courtesy; reliability; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) four years experience in the operation and utilization of a large automated personnel/payroll records system, two of which must have been at the supervisory level; or (b) 30 credits toward a Master's Degree* in Public Administration, Business Administration or Personnel Management may be substituted for each year of the personnel experience as stated in (a) but must have included the specialized requirements; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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

West. Co.
J.C.: Competitive
MQT5

Job Class Code: C2610
Job Group: XII