

SENIOR PERSONNEL STAFF ASSISTANT (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs professional personnel work in areas such as recruitment and training, employee relations, civil service administration, employee records administration, payroll and related areas in accordance with New York State Civil Service law and Westchester County rules and administrative procedures. The work may involve extensive contact with the public, county departments, employees, outside agencies, etc. and Medical Center officials and employees. This level differs from Personnel Staff Assistant in the complexity and scope of work, as well as decision-making authority. Supervision may be exercised over lower level professional and clerical support staff. The duties require proficiency in both Spanish and English, providing interpretive and information services. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing in both the Spanish and English languages;

Conducts recruitment and selection processes to ensure appropriate staffing levels are maintained with the most qualified candidates and conducts advertising campaigns for difficult to recruit positions;

Supervises the canvassing of eligible lists and the interviewing of qualified candidates for appointment;

Reviews the structure of various sections of the department or agency to provide advice on staffing needs and acts as a guide in the classification of positions in assistance to section supervisors;

Provides assistance and advice concerning recruitment, staffing, benefits, employee relations, disciplinary procedures etc.;

Assists in the administration of employee benefits, worker's compensation, employee performance appraisals, and disciplinary procedures;

May supervise and/or perform various payroll functions including but not limited to: time and leave, leaves without pay, computing lump sum payments, implementing payroll changes in accordance with union contracts, promotions, demotions, resignations, differential pay, etc.;

Assists in the development and conduct of employee training and orientation programs;

Conducts reference and background checks on candidates;

Conducts exit interviews, compiles findings and makes appropriate recommendations;

Attends career fairs;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive).

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

In addition, when assigned to Westchester Medical Center:

May conduct job analyses and make recommendations for position reclassification;

May review and recommend amendments to job descriptions or propose new job descriptions;

May conduct and prepare salary surveys and make recommendations for position reallocation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public personnel administration; good knowledge of employee interviewing and selection techniques; knowledge of New York State Civil Service Law and Westchester County Personnel Rules; ability to establish effective working relationships with managers, employees, and the public; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write and listen to the Spanish language at a level sufficient to pass a Spanish Language Proficiency Test; initiative; sound professional judgment; courtesy; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and one year of Human Resources experience which included one or more of the following activities: wage and salary analysis, position analysis, training, recruitment, labor relations or job specification writing,

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Human Resources, Human Resources Management or a closely related field may be substituted for the one year of required 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 Department of Education as a post-secondary, degree-granting institution.