

ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES
AND PROFESSIONAL DEVELOPMENT
(BOCES # 1)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Human Resources and Professional Development, an incumbent of this class assists in the performance and coordination of human resources and administrative services for the Human Resources and Professional Development Department of BOCES # 1. Responsibilities include, but are not limited to, implementation of policies and procedures, review of work flow, record keeping, staff development, training and departmental management of information systems. Considerable initiative and independent judgment are used in the performance of duties. The incumbent also functions as a lead worker on specific projects assigned by the Director of Human Resources and Professional Development. As a project manager, the incumbent exercises oversight over the work of subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the direction and coordination of human resources and administrative services for the Human Resources and Professional Development Department to ensure the smooth and effective operation of the department and delivery of services;

Assists in the handling of personnel-related functions, including hiring, attendance monitoring, benefits, personnel records management, Civil Service reporting, certification, orientations, etc.;

Screens resumes submitted in response to job postings and recommends candidates for interview;

Interprets Human Resources rules and regulations to staff, agency personnel and the public;

Serves as project manager for various Human Resources initiatives;

Reviews work flow and procedures and initiates changes to create efficiencies;

Assists in the development and implementation of departmental policies and procedures;

Identifies the professional development needs of BOCES staff;

Provides training or secures outside trainers, as needed;

Monitors compliance with contractual staff evaluation requirements and ensures that evaluations are properly completed by their deadlines;

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EXAMPLES OF WORK: (Illustrative Only) (Continued)

Collects data and prepares reports and documents required by the Director of Human Resources and Professional Development as well as New York State Department of Education including BEDS, professional development hours, corporal punishment reporting, etc.;

Assists in the preparation of agency-wide communications to parents and staff;

Acts as liaison between the HR department, BOCES staff and component school district personnel;

Identifies technology needs of the department making recommendations for the automation of administrative procedures and works with the IT Department and software vendors to streamline workflow and ensure optimum use of technology;

Collaborates with the IT Department to update content on the Human Resources section of the BOCES website and ensure ease of use;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office management, organization, terminology and administration including the use of automated office technology; good knowledge of public personnel administration principles, practices, procedures and terminology as it relates to both certified/non-certified and classified/unclassified personnel; problem solving skills; skill in planning and organizing work; ability to produce analyses and reports clearly and concisely in writing and communicate findings effectively to others; ability to train, lead discussions and make formal presentations; ability to give effective direction to lower level personnel; ability to establish and maintain effective working relationships with school district administrators, officials, BOCES staff and its component districts; ability to handle sensitive material in a confidential manner; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; initiative; tact; integrity; courtesy; physical condition commensurate with the duties of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four (4) years of experience (pre- or post-Bachelor's Degree) where the primary function of the position was performing personnel/human resources functions which must have included one or more of the following activities: organizational development, job analysis, recruitment and/or training.

SUBSTITUTIONS: A Bachelor's Degree* in Business, Education, Human Resources or closely related field may be substituted for one (1) year of the above stated experience. A Master's Degree* in Business, Education, Human Resources or closely related field may be substituted for two (2) years of the above stated 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

BOCES # 1
J.C.: Competitive

Job Class Code: S678

*Formerly Assistant to the Director of Human Resources and Administrative Services
(BOCES #1 – Yorktown)