

COORDINATOR-HUMAN RESOURCES INFORMATION SYSTEMS (BOCES#2)

GENERAL STATEMENT OF DUTIES: Directs the maintenance and improvement of the automated personnel records and management information systems of BOCES Southern Westchester (BOCES #2); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for managing the collection, storage, distribution, customization and analysis of personnel data within an automated systems environment for the Human Resources Office of BOCES#2. The incumbent applies principals of employment law, Civil Service Law and rules, New York State Education Department Regulations, labor relations, union contracts, etc. and participates in the analysis of regulatory, contractual and policy obligations as they relate to individuals and employees groups. Additionally, the incumbent works closely with office support staff in the use of the automated human resource system.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates all data management activities for Human Resources pertaining to staff records and compensation, including inputting and reporting personnel transactions;

Analyzes regulatory, contractual and policy requirements as they relate to employee groups and individuals, and implements Human Resource procedures to ensure compliance;

Conducts historical and current research on employee compensation, contractual and legal status, and performs other studies as required;

Determines technology needs for the office, works with Regional Information Center (RIC) and third party vendors to customize enhancements to the system; tests and implements upgrades to the system;

Participates in the analysis of Human Resource projects, including proposals, for equipment, staffing, etc.;

Prepares reports and surveys required by government agencies, and for collective bargaining and other purposes, as required;

Prepares salary projection data for the annual budget process;

Oversees the organization, coordination and collection of data required for legal proceedings;

Participates in developing and implementing appropriate Records Management policies and procedures in accordance with the laws and regulations of the State Education Department;

Maintains and monitors all BOCES#2 staff records, including personnel data, salary reports, performance evaluations, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of records administration in an automated data processing environment; good knowledge of information technology as it relates to the current human resource software systems; good knowledge of the personnel records and systems in use in BOCES#2; good knowledge of the provisions, applications, and interpretations of current contracts and/or policies in lieu of contracts in use by BOCES#2, ability to define program needs to computer systems and analysts and computer programmers; ability to understand and interpret complex written material; ability to work well with co-workers and students; ability to communicate clearly and effectively, both orally and in writing; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree from a recognized college or university with 12 credit hours in computer science, such as programming, systems design, etc. four years of work experience in the operation and utilization of a large automated records management system; or (b) a Bachelor's Degree and six years of work experience as described in (a); or (c) an Associate's Degree and eight years of experience as described in (b); or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTE: Either pre or post degree experience is acceptable.

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.