



Our Future Starts
With *you!*

POSITION: Personnel Administrator (HELPS)
DEPARTMENT: Albany County Department of Social Services
SALARY: \$76,162
WORK LOCATION: 162 Washington Ave, Albany, NY 12210

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

These duties involve the responsibility for administering the elements of a variety of personnel related activities in an agency. The work is performed in accordance with laws, rules and regulations pertaining to personnel transactions proposed new personnel programs such as health insurance, attendance rules, payroll procedures and related matters. Emphasis in this position is in employee relations, programs and staff development. Work is performed under the general direction of the agency head with wide leeway exercised in overseeing the daily operation of the unit or in the development of proposed new personnel procedures or operations. Supervision may be exercised over a specialized unit of personnel employees. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Master's Degree in Public or Business Administration, including or supplemented by twelve (12) credits in the discipline of human resources or personnel management; OR,
- B. Graduation from an accredited college or university with a Bachelor's Degree and two (2) years of experience in the administration of benefits, payroll, employment, worker's compensation or labor or employee relations with a public or private agency; OR,
- C. Graduation from an accredited college or university with an Associate's Degree and four (4) years of experience in the administration of benefits, payroll, employment, worker's compensation or labor or employee relations with a public or private agency; OR,
- D. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in the administration of benefits, payroll, employment, worker's compensation or labor or employee relations with a public or private agency.

Please submit a resume and college transcript with this application.

POINT OF CONTACT FOR INQUIRIES:

DSSInquiries@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

