



Our Future Starts
With *you!*

POSITION: Personnel Assistant II (HELPS)

DEPARTMENT: Albany County Department of Human Resources

SALARY RANGE: \$50,726-\$55,726

WORK LOCATION & HOURS: 112 State Street, Albany, NY 12207, 8:30A-4:30P M-F

BENEFITS:

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

DESCRIPTION:

This role requires sound judgment in responding to inquiries and sharing information about departmental work. You'll interact regularly with the public, staff, and partners, and are expected to handle sensitive matters with professionalism and discretion. The position offers a good deal of independence, with room to take initiative in day-to-day work. Other duties may be assigned as needed.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in Business Administration or a closely related field and one (1) year of experience in human resources functions, including benefits, payroll, worker's compensation, insurance, training and/or recruitment; *OR*,
- B. Graduation from an accredited college or university with an Associate's Degree in Business Administration or a closely related field and three (3) years of experience in human resources functions, including benefits, payroll, worker's compensation, insurance, training and/or recruitment; *OR*,
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in human resources functions, including benefits, payroll, worker's compensation, insurance, training and/or recruitment.

PREFERRED QUALIFICATIONS:

Strong organizational and multitasking skills; attention to detail; ability to manage competing priorities in a fast-paced environment; demonstrated initiative and problem-solving ability; and a positive, can-do attitude. Interest in public service is strongly preferred.

POINT OF CONTACT FOR INQUIRIES:

galal-aldeen.cancer@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.

