



Our Future Starts
With *you!*

POSITION: Personnel Assistant II (HELPS) (*in the Benefits unit*)

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

DESCRIPTION:

Processes benefits-related information to support payroll preparation, including data on employee appointments, separations, deductions, and corrections. Manages enrollment, leave benefits, service authorizations, and retiree benefits for various health insurance programs. Serves as a lead worker in the implementation and upgrade of benefits-related software systems. Inputs payroll deductions and benefits data into personnel databases or automated financial systems as needed. Assists employees and departmental users with benefits systems, payroll processes, and related inquiries. Responds to employee questions regarding benefits, payroll, and workers' compensation issues. Drafts original correspondence to employees, HR vendors, and other stakeholders on a range of benefits-related topics. Processes and facilitates all personnel transactions at both departmental and human resources levels, including enrollment, qualifying events, and separations. Recommends and develops improvements to increase office efficiency. Prepares reports and maintains required files and records, as required.

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 QUALIFICATION:

Experience with administering FMLA, other leave of absence requests and managing employee benefits enrollment or changes.

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.

