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POSITION Personnel Assistant II (HELPS)

DEPARTMENT Human Resources

SALARY \$50,000-\$55,726

WORK LOCATION 112 State Street, Albany, NY 12207

HOURS 8:30A-4:30P

BENEFITS

Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

This is responsible work in supervision of the processing of employee personnel transactions. Although the incumbent performs clerical functions like the Personnel Assistant I class, this class differs from that of Personnel Assistant I in that the duties performed are primarily focused on the specialized programmatic tasks and functions of personnel transactions, not the clerical tasks. Incumbent may supervise Personnel Assistant I's and other clerical staff participating in the processing of personnel transactions. The work is varied depending upon the assignment of the individual employee. The work is performed under the general direction of a higher-level administrator with leeway for the exercising of independent judgment in dealing with both routine tasks and new tasks or where a policy is not yet established. Does related work as required.

MINIMUM QUALIFICATION: 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.

Please submit a resume with this application.

POINT OF CONTACT FOR INQUIRIES

Jessica.sankey@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.



Daniel P. McCoy
Albany County Executive