

PERSONNEL RELATIONS ASSISTANT
CHAUTAUQUA COUNTY DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES
SALARY RANGE: \$22.16-\$28.52/HOUR + BENEFITS

The Chautauqua County Department of Mental Hygiene and Social Services is looking to fill one (1) Full-Time Personnel Relations Assistant position within the Mayville, NY office. This position is Full-Time at 35 hours per week. This is a responsible para-professional position involving employee in-processing, routine civil service and employment administration and personnel recordkeeping duties. Work is performed under the general direction of an administrative-level fiscal operations manager of higher rank or an agency head in accordance with established policies and procedures permitting some leeway for the exercise of independent judgment in carrying out the details of work assignments. Does related work as required.

Typical Work Activities:

- Audits, updates and maintains employee payroll information such as leave balance records, time and attendance data, benefits, deductions and payroll budget information and prepares usage reports;
- Audits, verifies and processes quarterly and annual reporting to various agencies such as the retirement system and federal and state agencies;
- Conducts initial processing of new employees to ensure all requirements have been met;
- Performs various clerical tasks related to payroll including computer keyboarding, data entry, manual posting and filing;
- Applies applicable rules, regulations and labor agreement terms in the processing of payroll-related functions;
- Answers telephone and written requests from employees concerning payroll related personnel matters;
- Completes wage and employment verification forms as requested by various outside agencies including responses concerning unemployment benefit applications;
- May perform related personnel, administrative and office management tasks as a liaison to the County Human Resources Department. May prepare bank deposit transfer requests for the payroll account;
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- May reconcile and distribute payroll related accounts payable reports and checks.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications:

Promotional - (For Chautauqua County Employees Only) - Candidates must be permanently employed in the competitive class in a Chautauqua County department or agency and must be serving or have served continuously on a permanent basis as a Senior Typist*, Operations Assistant, Operations Assistant (Human Resources), Operations Assistant (Spanish Speaking), Motor Vehicle Representative, Senior Clerk, Audit Clerk, Tax Clerk or Legal Stenographer for one (1) year immediately preceding the date of the written test.

Open Competitive - Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, or higher, and two (2) years of clerical experience in Human Resources; OR
- B. Four (4) years of clerical experience in Human Resources; OR
- C. A satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: There is no educational substitute for clerical experience in Human Resources. Clerical Human Resources work includes experience in the following areas: compensation/benefits administration, recruitment/staffing, employee relations, HRIS/payroll and civil service administration. Clerical Human Resources experience will only be accepted if the qualifying work duties are the primary function of the job.

*Title included for transitional purposes until current positions become vacant and abolished.