

PROMOTIONAL OPPORTUNITY FOR CURRENT CHAUT. CO. HUMAN RESOURCE EMPLOYEES ONLY!!!!

**RESOURCE ASSISTANT (HUMAN RESOURCES)
CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES
SALARY RANGE: \$25.03 - \$32.57/HOUR + BENEFITS**

The Chautauqua County Department of Human Resources is currently accepting applications for the title of Resource Assistant (Human Resources) in the Mayville, NY office. This is an independent para-professional position providing services to support the civil service examination, appointment and record-keeping processes for the Human Resources Department, with primary roles in County employment transactions and new hire coordination. Incumbents in this class will also be responsible for various employment processing functions within the Department of Human Resources. Work is performed under the general direction of a Senior Personnel Technician or other departmental supervisor 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:

- Conducts orientations of new employees as to personnel policies, mandated trainings, wages and benefits, etc.;
- Performs initial processing of new employees to ensure all requirements are met and prepares all pre-employment materials, mailings and forms;
- Acts as a point of contact for the New York State and Local Retirement System (NYSLRS);
- Audits, adjusts and maintains personnel transactions for all county employees in order to provide an efficient, accurate records of all matters pertinent to employment;
- Creates and processes personnel transactions and maintains data on civil service and personnel records to include roster records and payroll data, etc.;
- Creates, modifies and maintains procedures, policies and documents and assists with the maintenance of the HR department's Intranet page;
- Acts as liaison between County departments, employees and employment candidates in matters of personnel transactions, recruitment, and related processes;
- Maintains records regarding unemployment insurance claims, costs, numbers by individual and department;
- Prepares and distributes a variety of reports and recommendations;
- Assists with Human Resources Liaison training and counsel employees on technical personnel transactions and general information;
- Assists with a variety of personnel operations such as payroll certifications, eligible list certification and employment data maintenance;
- Assists in the examination process by reviewing applications for initial eligibility, distributing civil service examination announcements and supervising civil service examinations;
- Works with other County functions such as payroll and insurance in matters related to personnel transactions;
- Explains application procedures for examinations to candidates and departments.

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: Candidates must be currently permanent in the title of Personnel Relations Assistant within the department of Human Resources and held such qualifying title for one (1) year at the time of application and appointment.