

TRANSFER / REINSTATEMENT OPPORTUNITY:

HUMAN RESOURCES ASSOCIATE

DEADLINE TO SUBMIT REQUEST: Friday, July 26, 2019 (by 4:00 p.m.)

The Cayuga County Department of Human Resources and Civil Service is currently accepting transfer/reinstatement requests for the title of **Human Resources Associate**.

TRANSFER: To qualify for a transfer opportunity, you must currently hold the title of Human Resources Associate (or a closely related title) with another jurisdiction. Please refer to the attached pages for Cayuga County's Transfer Rule.

REINSTATEMENT: To determine if you meet the eligible criteria for reinstatement within Cayuga County, please refer to the attached pages for Cayuga County's Reinstatement Rule.

All transfer/reinstatement requests must be made in writing. Please include a Cayuga County Civil Service application, your Civil Service Roster, current job specification for your title, and a copy of the exam announcement for your current position with the request. These items can be found at the Civil Service office of your current employer.

Please submit transfer/reinstatement requests by 4:00 p.m. Friday, July 26, 2019, to:

Cayuga County Civil Service Commission
County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

SEE CIVIL SERVICE JOB SPECIFICATION ATTACHED.

CAYUGA COUNTY CIVIL SERVICE
JOB SPECIFICATION
FOR
HUMAN RESOURCES ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for assisting the Human Resources Administrator and other Commission staff in administering civil service and human resources functions within the county. The work is performed under the general supervision of, and in accordance with, policies and guidelines established by the Civil Service Commission and Cayuga County. The Human Resources Associate is involved in much of the routine day-to-day operation of the office, including the maintenance of civil service and human resources records and serving as a contact for public employers, employees, and the public in related matters. Skill in keyboarding and computer applications is necessary for satisfactory job performance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains roster records of all employees under the jurisdiction of the Civil Service Commission;
Lead individual responsible for maintenance and upkeep of personnel, medical and related files;
Records and processes candidate and employee transactions;
Participates in and may perform core Civil Service activities such as payroll certifications for all applicable jurisdictions;
Actively participates in activities and preparations related to Civil Service examinations utilizing an understanding of Civil Service rules. Exam processes may include: exam announcements, applicant processing, receipt of fees, exam correspondence and communications, exam logistics preparation, preparing exam documents, monitoring exams, securing exam documents;
Processes exam results and prepares communications with Appointing Authorities; performs related tasks such as canvass letters and Certification of Eligibles;
May participate in training of departments, agencies and jurisdictions in the proper Civil Service procedures;
Participates in HR activities such as on boarding, HR policy and practice compliance, HR activity tracking, and employee communication;
May be directly involved with HR functions;
Interacts regularly with employees and the general public in person, on the phone and electronically in a professional and courteous manner. Provides assistance and guidance as necessary;
Reviews records for accuracy and completeness;
Familiar with and utilizes appropriate software;
Performs administrative functions including keyboarding, filing, answering telephones and correspondence, uses applications such as Word and Excel;

(continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment;
Thorough knowledge of business arithmetic and English;
Good knowledge of the Civil Service Law and local Civil Service Rules;
Good Knowledge of Human Resources laws, rules and practices;
Good knowledge of methods and procedures used in record maintenance, payroll certification and the processing of personnel transactions;
Good knowledge of the structure, functions and operation of municipal government;
Ability to understand negotiated contract settlements and their effects on payroll procedures;
Ability to communicate effectively with others;
Ability to plan, organize and initiate projects;
Ability to compose routine letters and memoranda;
Administrative aptitude;
Ability to operate a keyboard at an acceptable rate of speed;
A high degree of accuracy and attention to detail;
Neatness, integrity, tact and courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree in Human Resources Management, business or public administration, finance or related field and one year of experience involving Human Resources Management, business or public administration, finance, payroll activities, or related field; OR
- (B) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in Human Resources Management, business or public administration, finance or related field and three years of experience involving Human Resources Management, business or public administration, finance, payroll activities, or related field; OR
- (C) Graduation from high school or possession of a high school equivalency diploma, completed a minimum of 9 credits of college study with courses in Human Resources Management, business or public administration, finance or related field and five years of experience involving Human Resources Management, business or public administration, finance, payroll activities, or related field.

~ RULE XVII ~

Transfers

"Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority.

1. Transfer of Eligibility for Permanent Appointment

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Commission, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

- (a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- (b) There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- (c) (1) The Commission determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
(2) When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
- (d) The Commission has determined that such appointment is for the good of the service.

~ RULE XVIII ~

Reinstatement

1. Reinstatements

- (a) A permanent competitive class employee who has resigned may be reinstated without further examination to the position from which he/she resigned, if then vacant, or in any vacant position to which the employee was eligible for transfer or reassignment. An employee who is laid off shall be eligible for reinstatement in the same manner as an employee who had resigned.

All reinstatements are subject to the following terms and conditions:

- (i) The prospective appointing authority must request approval from the Commission to reinstate an individual.
 - (ii) A reinstatement may not be approved to a position for which a preferred list exists containing the name of an eligible willing to accept appointment.
 - (iii) With the exception of an employee who is being reinstated to his/her former position within one year from resignation, a reinstatement may not be approved to a position for which a promotion eligible list exists containing the names of three or more eligibles willing to accept appointment.
 - (iv) The Commission shall determine if the reinstatement is for the good of the service.
- (b) Reinstatement following a break in service of more than one year must also satisfy the following additional conditions:
- (i) The appointing authority must provide documentation or explanation that demonstrates to the satisfaction of the Commission that the individual requested to be reinstated possesses current knowledge and skill in the occupational field to which reinstatement is sought.
 - (ii) If the position to which reinstatement is sought requires successful completion of medical and/or physical agility tests for original appointment, the individual being reinstated must satisfy these criteria immediately prior to reinstatement.
- (c) An employee that is laid off from the civil service of a civil division shall be eligible for reinstatement in the same manner as an employee who had resigned.