

PERSONNEL

MAJOR TASK AREA A. SUPERVISION

1. Determine objectives, work methods, and time frames for completion of staff assignments.
2. Assign work to staff.
3. Monitor progress of assigned work.
4. Review/approve assigned work.
5. Approve time and leave requests and monitor staff's use of time and leave.
6. Conduct/coordinate on-the-job training activities for staff.
7. Recommend staff transfers, demotions, promotions.
8. Conduct performance evaluations of staff.

MAJOR TASK AREA B. PERSONNEL ADMINISTRATION

9. Assist in workforce planning to project future staffing needs.
10. Monitor progress of civil service examinations that impact on affect agency staff; notify affected staff of upcoming examinations and application procedures.
11. Review civil service eligible lists.
12. Represent agency at recruitment events (job fairs).
13. Prepare/distribute agency job opening announcement/vacancy notices/flyers.
14. Review resumes for available positions.
15. Conduct selection interviews: make hiring recommendations.
16. Review/prepare/revise Planned Action Report (PAR) for hiring/promotion.
17. Track submission of Planned Action Report (PAR) to agency management and/or city-wide oversight agencies.
18. Assist in developing computerized personnel tracking programs or systems.
19. Monitor/update personnel files/computerized personnel database.
20. Plan, coordinate, and schedule agency training programs.
21. Prepare curricula and materials for training programs.
22. Conduct personnel related training programs, such as orientation and EEO.
23. Prepare periodic statistical summary reports regarding agency personnel, such as hires, vacancies and salaries.
24. Coordinate agency performance evaluation appeal process.
25. Serve as a member of a performance evaluation appeal board.
26. Review performance evaluation related problems with supervisor/employee.
27. Create/review/revise agency lists of tasks and standards used for agency performance evaluations.
28. Review and process Equal Employment Opportunity (EEO) complains.
29. Conduct/update fact-finding in response to EEO cases.
30. Monitor/update agency EEO records or computer database.
31. Plan/conduct/analyze surveys of agency staff related to EEO.
32. Monitor impact of changes in EEO laws on agency rules, regulations, policies and procedures.

33. Prepare forms/reports/summaries of EEO data in response to EEO cases, or as required by statute.
34. Review and process worker's compensation claims.
35. Conduct fact-finding in response to worker's compensation claims.
36. Prepare forms/summaries regarding worker's compensation claims.
37. Counsel agency staff regarding agency, union, and city-wide disciplinary rules, regulations, policies, and procedures.
38. Conduct/coordinate fact-find in cases of disciplinary action.
39. Conduct informal disciplinary hearings.
40. Review and approve requests for medical or other types of extended employee leave.
41. Review agency timekeeping and payroll procedures to insure compliance with policies and procedures.
42. Review and process employee benefit applications.
43. Prepare summaries of cases and hearings, including recommendations for appropriate agency response to disciplinary infractions.
44. Monitor the implementation of penalties in response to disciplinary infractions.
45. Review and process out-of-title and other union-relations grievance.
46. Conduct/coordinate fact-finding in response to grievance.
47. Review/process safety complaints.
48. Investigate safety complaints by conducting research, interviews and observations in the work place.
49. Prepare periodic reports and statistical summaries in response to safety complains and as required by statute.
50. Provide pertinent information based on New York State Freedom of Information Law (FOIL).
51. Analyze agency requests/applications for approval of classification actions, such as new title/title change/broadbanding/consolidation/position allocation.
52. Prepare/review/revise job specifications including duties and responsibilities, task descriptions and qualification requirements.
53. Conduct classification research regarding history of title or position, salary, applicable city-wide policy and procedures, legal issues, etc.
54. Meet with agency management and city-wife oversight agencies to discuss proposed classification action.
55. Prepare report with recommendation of classification action.
56. Prepare/review/revise Management Position Descriptions (MPD) and/or non-managerial position descriptions.
57. Conduct job analysis, including data collection, interviews with affected staff/supervisors, review of work products etc.
58. Review qualification of candidates for civil service positions.

MAJOR TASK AREA C. PROGRAM/POLICY ACTIVITIES

59. Develop/analyze/implement agency procedures and guidelines to conform to pertinent legislation, city-wide personnel policies and procedures, career and salary leave regulations, regulations governing compensatory time, etc.
60. Conduct survey (interviews/questionnaires, etc.) to assess need for agency policy/program.
61. Plan and develop policy/program objectives priorities, standards and timetables.
62. Analyze existing organizational structure, including staffing, budgets, physical space, equipment and materials needed to implement policy/program.
63. Meet with agency management, agency staff, other city-wide personnel, to discuss proposed policies and/or programs.
64. Draft reports/memoranda describing and recommending proposed policy/program.
65. Implement policy/program after receiving requisite approvals, including training staff, preparing and/or disseminating forms or materials.
66. Monitor impact of policy/program on agency.
67. Represent agency at meetings to advise on the impact of laws and city-wide policies and procedures on agency programs.
68. Update reference materials/documents on laws, policies, rules, etc.

MAJOR TASK AREA D. MISCELLANEOUS PERSONNEL-RELATED ACTIVITIES

69. Analyze consultant hiring needs (considering factors such as qualification requirements, amount of work, timeframes, physical resources).
70. Prepare contracts for outside consultants, including bidding announcements.
71. Coordinate work schedule for consultants hired; monitor and evaluate performance.
72. Prepare/process consultant time record sheets and invoices.
73. Conduct purchasing activities, including obtaining vendor bids, completing purchasing orders, monitoring/tracking purchasing process.
74. Serve as liaison between agency units, agency and other city entities, public/private organizations to convey information, provide feedback, resolve complaints or problems, etc.
75. Serve on agency and inter-agency committees and task forces.
76. Prepare/review Requests For Proposal (RFP) for agency projects.
77. Coordinate the printing and reproduction of audio/video materials, including publications, manuals, annual reports, etc.
78. Utilize various computer software programs to organize and/or analyze data and information.

