



Vacancy Announcement

Personnel Specialist – Town of Union

Specific responsibilities of the Personnel Specialist:

The position of Personnel Specialist is part of the Data Processing, Human Resources, and Finance Team. The position includes the following fields of responsibilities:

1. Processes and maintains employee benefit system enrollments
2. Processes and maintains worker's compensation, disability, and unemployment benefits
3. Conducts new employee orientation presentation
4. Enrolls new employees for benefits and assists others when changing benefits
5. Assists employees with open enrollment process
6. Inputs personnel data from source documents into computer system
7. Serves as liaison between employees and insurance companies regarding claim issues
8. Completes, reviews, and submits required Civil Service paperwork
9. Maintains records essential to the Civil Service process, including examinations, appointments, canvas letters, eligible lists, and exam scopes
10. Assists department heads with recruitment
11. Prepares and maintains a variety of reports and presents data when requested

Expected skills, abilities, and personal characteristics:

1. Good knowledge of modern methods used in maintaining financial accounts and records
2. Good knowledge of modern methods used in maintaining payroll accounts and records
3. Good knowledge of office terminology, procedures, and equipment
4. Working knowledge of computer software applications; including Microsoft Office products
5. Ability to communicate effectively; both orally and in writing
6. Ability to prepare and maintain accurate records and reports
7. Ability to establish and maintain effective working relationships with others
8. Ability to meet deadlines
9. Self-motivated
10. Dependable and cooperative

Minimum qualifications:

1. Graduation from a regionally accredited or registered New York State college or university with a Bachelor's degree and three (3) years' experience in personnel administration, including preparing and maintaining payroll and personnel records **OR**
2. Graduation from a regionally accredited or registered New York State college or university with an Associate's degree and five (5) years' experience in personnel administration, including preparing and maintaining payroll and personnel records **OR**
3. An equivalent combination of training and experience as described in 1 and 2 above

Terms of employment:

This is a full time 35 hour civil service exempt position. The annual salary is \$32,000.00.

Application procedure:

Please submit an application either in person or by email to the following email address: personnel@townofunion.com