

## PERSONNEL & SAFETY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves complex clerical operations and the exercise of independent judgement in giving out information regarding personnel policies and practices. An incumbent also assists in administering training programs required for department specific occupational health management. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement in developing effective means to accomplish program directives. A Personnel and Safety Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Prepares all department personnel change forms, payroll attachments, and personnel related correspondence, including appointment letters and FMLA/Leave letters;
- Tracks all internal movements of employees including geographic relocations, promotions/demotions, and subsequent appointments;
- Assists Commissioner with the preparation of employee disciplinary memos, letters and Notice of Disciplines;
- Assist Commissioner with tracking employee leave usage and attendance;
- Processes training records, or requests missing information or corrective action to assure trainings established by Federal, State and/or local law are in conformance with standards;
- Manages and oversees the department online training management system;
- Coordinates with Human Resources on matters related to new employee orientation, employee training, employee health fairs, deferred compensation meetings and FMLA issues;
- Responsible for the maintenance, compilation and storage of employee personnel and training files;
- Coordinates with Human Resources on annual compliance and sexual harassment training, random drug/alcohol testing and hearing testing;
- Keeps abreast of changes in PESH, Federal CDL Drug testing regulations and OSHA rules and regulations;
- Receives and reviews for completeness all accident/incident and workers compensation reports and ensures timely submittal to Human Resources;
- Assists Human Resources with creating, conducting or coordinating training programs or initiatives deemed necessary to create a culture of safety;
- Assists the Commissioner and Deputy Commissioner with determining staffing needs and labor relations issues;
- May utilize data processing and word processing equipment to record information and produce correspondence, memoranda and reports.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of training procedures; skill in operation of a personal computer and utilizing common office software programs including word processing, presentation, spreadsheet and databases; skill in communicating effectively both orally and in writing, ability to maintain confidentiality in personnel, collective bargaining, drug testing, and other matters requiring such; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, coworkers and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; initiative; resourcefulness;

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college with at least an Associate's degree; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years clerical experience in public or private personnel administration; or
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

*SPECIAL REQUIREMENT FOR APPOINTMENT:* In agencies where required, possess and maintain an appropriate class driver's license.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/12/02

Revised: 12/24/14; 7/27/17; 9/13/19