

## **Human Resources Coordinator (NCP) Tompkins County**

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** 6/2025

**By:** HB, Deputy Commissioner of Human Resources

### **QUALIFYING EXPERIENCE FOR TAKING THE NON-COMPETITIVE PROMOTIONAL EXAMINATION:**

**This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.**

### **Special Requirements:**

Notary Public License required within 6 months of appointment.

Certification by Human Resources Certification Institute (Society For Human Resources Management, either PHR or SPHR) is desirable within 24 months of appointment.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a managerial position where the incumbent manages personnel policies, recruitment activities including advertising, online postings, and community recruitment events, orientation programs, offboarding processes, a variety of records and reports including but not limited to salary increases, medical leaves, attendance reporting, unemployment claims, and longevity increments. This position involves responsibility for managing a variety of personnel information and employee benefits programs. The incumbent advises employees about salary, terms and conditions of employment, benefits, including FMLA, short-term disability, health insurance, Workers Compensation, retirement systems, Social Security/Medicare, the employee Assistance Program, COBRA, and flexible benefits. Work is performed under the general supervision of the Assistant Superintendent with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Coordinates civil service reporting activities, acting as liaison with County Personnel Office;
- Assists in the formulation and implementation of various contracts, policies, and procedures;
- Completes various periodic reports and forms required by Department of Labor, internal and external auditors, and internal partners;
- Calculates and manages credited service time and wage computation for retirees when necessary;
- Completes requests for wage and employment verification for banks and other lending institutions;
- Manages computerized data base of employee attendance and provides regular notification to all employees of accumulated and extended sick, family and personal business leave;
- Provides comparative salary and benefit data for administrators and various surveys and reports;
- Processes all unemployment insurance claims, receives, checks accuracy of data and provides all necessary data to allow benefit payment by Department of Labor;

- Provides individual orientation for all employees to review benefits;
- Manages the collection, tabulation and maintenance of statistical data for various reports;
- Conducts all staff exit interviews and manages offboarding processes;
- Manages confidential materials regarding employee wages and benefits for negotiations purposes;
- Create and manage attendance training for staff attendance clerks;
- Manage the classification of exempt and non-exempt positions for compliance with Department of Labor;
- Implement and manage HR check-ins with new staff (3, 6 & 9 month) in an effort to increase retention;
- Prepares salary and benefit notices for all employees;
- Provides information to and assists departments regarding personnel benefits;
- Corresponds with the NYS Teachers' and NYS Employees' Retirement Systems as necessary;
- Maintains a computerized personnel data base;
- Assists employees in understanding the terms and conditions of employment as specified in negotiated agreement with major bargaining units;
- Manages all recruitment efforts including posting vacancies, receives all employment applications, maintains active files, and distributes appropriate applications to individual departments for review;
- Maintains professional relationships with administrators to assist in mediating personnel related problems and develop improved labor relations;
- Develops vacancy notices and provides all advertising for vacancies to appropriate colleges, newspapers, professional journals, and employment agencies;
- Coordinates the work of any administrative services part-time, temporary personnel;
- Provide Human Resources support to other districts as requested in regard to onboarding, offboarding, attendance tracking and retirement enrollments;
- Serve as back up to the Employees Benefit Manager to:
  - ◆ Coordinate health insurance, retirement, social security, unemployment benefits for employees, retirees and survivors;
  - ◆ Process new employees into group;
  - ◆ Enroll employees into elected benefit options;
  - ◆ Advise dependents and survivors of continuation rights as necessary;
  - ◆ Maintain records of all personnel changes which affect monthly bills from carrier and follows up with carrier and/or providers on difficult cases;
  - ◆ Coordinate COBRA program for employees and qualified dependents to enable continuation of health coverage;
  - ◆ Coordinate work with health insurance and workers' compensation carriers to assure accurate data which might affect experience ratings and/or premiums;

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles and practices of salary and employee benefit programs;
- Good knowledge of policies and procedures related to health, dental, and prescription program benefits, coverage, and billing procedures;
- Good knowledge of provisions, principles, and applications of negotiated agreements with employee bargaining units;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Ability to understand and interpret laws, rules, and regulations pertaining to employee salary and benefits;
- Ability to understand and interpret complex written materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to prepare and maintain records and reports;
- Ability to take and transcribe dictation;
- Ability to operate an alphanumeric keyboard for word processing, spreadsheet, database or other computer applications;
- Tact, courtesy, and good judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position.

