



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

REVISED

POSTING DATE: November 10, 2016

CLOSING DATE: November 29, 2016

COUNTY TITLE: ADMINISTRATIVE OFFICER I

PAY GRADE: A-II

(Civil Service Title; Class Code-Position Number: Human Resource Assistant 2; L0552-4001)

BARGAINING UNIT: Non-Bargaining
(Seniority Position: No)

DEPT: HS – Health Choices
154 W. 9th St., Erie, PA 16501

ENTRY RATE: \$14.63/hour \$28,529/annual - Min
\$30.82/hour \$60,099/annual - Max

HOURS PER WEEK: 37.5
Mon – Fri, 8:30 a.m. – 5:00 p.m.

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received by or postmarked on or before Tuesday, November 29, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ 814-451-6484.

Inquiries related specifically to job duties may be directed to Scott Coughenour @ 814-451-6616.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: One year of experience as a Human Resource Assistant 1; **OR**, Two years of clerical or other comparable experience, one year of which involved performance of limited technical duties in the field of personnel work; **OR**, Any equivalent combination of experience and training.

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current PA State Civil Service List of Eligibles for a Human Resource Assistant 2;
OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status.

For any classification, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for this position.

(continued on reverse)

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than “unsatisfactory.” Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Human Resource Assistant 2 classification.

If you do not currently hold or have not previously held regular Pennsylvania (PA) Civil Service Status and your name is not on the current PA Civil Service Employment List for a Human Resource Assistant 2, you will be ineligible for consideration for this position.

Applicants that fall under the recruitment methods listed under items #2 and #3 above would require Civil Service certification before being placed in the position.

DUTIES/RESPONSIBILITIES

This position provides a wide variety of confidential Personnel procedures and support services to the directors of Human Services, Children & Youth and Drug & Alcohol, and is co-supervised by the DHS Accounting Manager and the Human Resources Supervisor (County titles). This position also provides confidential support to the Erie County Human Resources Director and department, and serves the DHS staff in general which comprises an approximate total of 260 staff members.

This position is responsible for performing a wide range of complex, confidential duties involving a variety of systems and multiple priorities such as:

- County and Civil Service documentation research, preparation, tracking and distribution for, but not limited to, new appointments, terminations, transfers, promotions, voluntary demotions, reassignments, reinstatements, unpaid leave time and extended medical/maternity/paternity leaves.
- Research for new or re-classified positions as needed.
- Process and track disciplinary actions.
- Distribute, track, collect, document and forward to County Human Resources Office all DHS staff probationary and annual employee performance reviews.
- Assist general public with DHS recruitment process.
- Assist new appointments with clearance application process.
- Assist with student intern appointments. Track hours after interns are appointed for completion of their Civil Service internship.
- Track and maintain DHS job descriptions.
- Assist with discrepancies discovered during the annual PW1171 reconciliation.
- Assist all department directors/supervisors with process of filling vacancies including, but not limited to, Civil Service employment survey creation, distribution, tracking and submission.
- Create job postings; review applications to determine eligibility; schedule interviews when requested; distribute pertinent interview information; work with new appointment pre- and post-hire in early days of employment regarding necessary documentation for the County Human Resource Office and OCY (if applicable).
- Create and maintain current and closed DHS records, and reconcile Civil Service SCSC100Bs.
- Monitors extended leaves.
- Serves as liaison to County Programs in Harrisburg and the Erie County HR Office.
- Knowledge and interpretation of County Policies & Procedures, County Personnel Code, Civil Service Rules, Regulations & Directives and bargaining union agreements as needed.
- Process employee update forms, and prepares reports and/or surveys as requested by State, Federal or local governments.
- Prepares Personnel section of quarterly CY28 report.
- Prepares recruitment section of annual Compliance report.
- General duties of creating files, filing, mailings, etc.
- Performs other duties as assigned.

*****This position is subject to the provisions of the Erie County Employee Handbook*****