

TOWN OF WEST SENECA



SHEILA M. MEEGAN
TOWN SUPERVISOR

To: Fellow Town Board Members

From: Sheila M. Meegan, Town Supervisor

Date: October 7, 2019

Re: Creation of 'Principal Personnel Clerk' Title

Kindly move to create the position of Principal Personnel Clerk, per approved PO-17 from Erie County Personnel, and further authorize the Supervisor to complete and sign the remaining forms with Erie County Personnel.



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

Ms. Megan Wnek, Director of Finance
West Seneca Town Hall
1250 Union Road
West Seneca, NY 14224

September 18, 2019

Dear Ms. Wnek:

We have received your PO-17 form outlining the duties of the new position that you anticipate establishing in your town.

Enclosed you will find two copies of the New Position Duties Statements. Section 7 has been completed to indicate what the title of the position should be:

(1) PRINCIPAL PERSONNEL CLERK (COMPETITIVE)

When the creation of the position has been finally approved by the Board, please complete Section 8 of the enclosed forms, returning the original copy for our files.

Sincerely,

Timothy Hogues
Commissioner of Personnel

Tami L. Burns DiCioccio

Tami L. Burns DiCioccio
Municipal Personnel Consultant

TH:TBD:ceb
Encl

NEW POSITION DUTIES STATEMENT

Principal Personnel Clerk

Date September 10, 2019
From: _____
County Dept. _____
Town WEST SENeca
Village _____
Spec. Dist. _____

To: ---
PERSONNEL OFFICER County of Erie
Edward A. Rath County Office Bldg.
95 Franklin Street
Buffalo, New York 14202

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitting statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

PER CENT OF WORK TIME	1.- DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
100%	* see attached

(Attach additional sheets if more space is needed)

2. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Megan Wnek	Director of Finance	Direct

3. Names and Titles of Persons Supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
_____	clerk TYPIST	General

4. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
n/a		

5. What minimum qualifications do you think should be required for this position? (High School, College, Degrees, etc., plus years of experience)

* see attached

Essential knowledge, skills and abilities:

Type of License or certificate required: n/a

6. As Department Head (or other Authority) I certify the above statements are accurate and complete.

Date: 9/12/19 Title: Director of Finance Signature: Megan W

CERTIFICATE OF PERSONNEL OFFICER

7. In accordance with the provisions of Civil Service Law, Section 22, the ERIE COUNTY PERSONNEL OFFICER certifies that the appropriate civil service title for the position described is

(1) PRINCIPAL PERSONNEL CLERK (COMPETITIVE)

Date: 9-13-2019 Signature: Janice Bunsell

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

8. Creation of described position

Approved

Disapproved

Date: _____ Signature: _____

RETURN ONE COMPLETE COPY TO PERSONNEL OFFICER- After completing Sec. 8 when position(s) are approved

Principal Personnel Clerk

- Processes or oversees the processing of personnel transactions with the department, such as appointments, promotions, transfers, reinstatement, leaves with and without pay, resignations, salary changes, increments and longevities, probation reports; prepares and maintains departmental employee records.
- Processes payroll, maintains, processes and reports withholding taxes, social security, retirement, insurance and other deductions and accruals.
- Supervises and trains lower level clerical staff related to personnel and payroll matters;
- Processes department appointments, promotions, transfers, and reinstatements are made;
- Analyzes operating problems related to personnel issues, assembles pertinent facts, develops alternative recommendations that aids in the final decision and presents these data in oral and/or written manner;
- Works with Senior Staff in establishing and revising interdepartmental policies, practices and procedures related to personnel and payroll work;
- Facilitates the planning and implementation of new initiatives and systems;
- Assigns and reviews the work of subordinates for accuracy, effectiveness and correctness;
- Acts as information clerk where a general knowledge of personnel, benefit questions and payroll are needed;
- Publicizes all Civil Service announcements and postings;
- Processes Health Benefits transactions including COBRA;
- Processes Worker's Compensation claims;
- Processes unemployment benefits claims;
- Works cooperatively with other department personnel and other County Departments (including, but not limited to Labor Relations, Department of Law and Personnel Department) interpreting and applying rules and polices relating to the Health Benefits Worker's, Compensation Benefits, Unemployment Benefits, Safety and other Human Resources Programs;
- Prepares Federal and State mandated reports related to personnel matters at schedules periods throughout the year;
- Operates an alpha-numeric keyboard and microcomputer to transcribe data directly to the computer and retrieve relevant data as required;
- Maintains accounts and/or records in connection with the fiscal affairs of jurisdiction
- Prepares and processes vouchers for payment, prepares requisitions for purchasing, reviews and checks records and reports for accuracy.
- Prepares relevant data for collective bargaining negotiations; Attends meetings on personnel and payroll topics as required;
- Interprets Union contract provisions related to personnel matters and prepares reports as required;
- Interviews applicants for various positions;

- Prepares and submits various departmental reports including vacancy reports on a regular basis in a timely matter;
- Carries out special assignments

A) Completion of 60 semester credit hours at a regionally accredited or New York State registered college or university with coursework in Business, Human Resources, or a related field; four (4) years of office experience including three (3) years in personnel clerical work; or

B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of office experience, including five (5) years in personnel clerical work; or

C) An equivalent combination of training and experience as defined by the limits and (A) and (B).