

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1436112

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| Human Resources Specialist 1 (Attendance & Leave), Grade 18 | 1436112 |
| Human Resources Specialist 2 (Attendance & Leave), Grade 23 | 1436202 |
| Human Resources Specialist 4 (Attendance & Leave), M-2 | 1436522 |

Brief Description of Class Series

Human Resources Specialists (Attendance & Leave) interpret laws, rules, regulations, contract provisions, and memoranda of understanding on attendance and leave matters; and advise agencies, employees, and others on such issues.

These positions exist only in the Department of Civil Service, the State's central human resources agency, in the Division of Staffing Services.

Distinguishing Characteristics

Human Resources Specialist 1 (Attendance & Leave): full performance level; interprets and advises agencies and other parties on laws and rules related to attendance and leave; and drafts language for the Attendance and Leave Manual and related memoranda, bulletins, and reports. Work assignments at this level usually entail standard procedures, processes, and guidelines; and issues for which substantial reference material and precedent are available.

Human Resources Specialist 2 (Attendance & Leave): first supervisory level; serves as expert on Attendance and Leave and employee relations to State agencies and employees; participates at negotiations, arbitrations, meetings, and other forums; analyzes issues where reference material may be limited, and precedents are few or absent; and oversees a subordinate staff.

Human Resources Specialist 4 (Attendance & Leave): second supervisory level; oversees several units headed by Human Resources Specialists 2 (Attendance & Leave) and other support positions.

Related Classes

Human Resources Specialist is a generalist series and incumbents perform various human resources activities, such as classification, recruitment, placement and provision of employee services, in an agency.

Human Resources Specialist (Labor Relations) administers the employee and labor relations activities for a State agency. Human Resources Specialists in Benefits, Classification & Compensation, Municipal Assistance, Staffing, and Testing parenthetics in the Department of Civil Service, the State's lead human resources agency, provide services to municipalities and State agencies in administering merit system activities and employee benefits activities.

Illustrative Duties

Human Resources Specialist 1 (Attendance & Leave)

Answers attendance and leave inquiries from various parties, including agencies, employees, public, and employee organizations.

Interprets laws, rules, regulations, contract provisions, and memoranda of understanding on attendance and leave matters; and advises agencies, employees, and union representatives such matters.

Participates in negotiations, arbitrations, meetings, and other forums; and offers information and guidance on attendance and leave issues.

Drafts language for the Attendance and Leave Manual and related memoranda and bulletins consistent with laws, rules, regulations, contract provisions, and memoranda of understanding.

Assists in the administration of Attendance and Leave training and webinars.

Human Resources Specialist 2 (Attendance & Leave)

In addition to the duties listed for Human Resources Specialists 1 (Attendance & Leave), an incumbent:

Participates in negotiations, arbitrations, meetings, and other forums; and offers information and guidance on attendance and leave issues.

Makes recommendations concerning proposed new benefits or modifications in existing benefits.

Advises agencies and the Civil Service Commission concerning requests for suspension of the attendance rules.

Makes recommendations to the Civil Service Commission related to matters of the Income Protection Program appeals.

Reviews agency requests for alternative work schedules and makes appropriate determinations

Coordinates and administers Attendance and Leave training.

Drafts, edits, and approves language for the Attendance and Leave Manual, and related memoranda and bulletins consistent with laws, rules, regulations, contract provisions, and memoranda of understanding.

Drafts and edits written products for the Civil Service Commission, Department management, the Office of Employee Relations, government officials, and the public.

Serves as expert on leave benefits for agencies such as the Office of Employee Relations, the Office of State Comptroller, and the Division of the Budget.

Analyzes work processes to identify the need for improvements.

Supervises and trains lower-level specialists by assigning and reviewing work; and evaluating performance.

Human Resources Specialist 4 (Attendance & Leave)

Develops implementation materials for new programs such as program guidelines.

Analyzes union demands; reviews and suggests modifications to management proposals.

Prepares talking points for negotiators on various issues; may draft contract language.

Identifies and resolves implementation issues and prepares contract implementation memos for issuance to State agencies.

Identifies and recommends leave benefit changes for consideration by the Office of Employee Relations for possible extension to M/C employees.

Develops Attendance and Leave training material and may personally conduct training for human resources staff statewide.

Testifies on attendance and leave matters, including historical application of leave benefits, in arbitrations, PERB hearings, and court proceedings

Prepares comments on legislative proposals that impact the attendance and leave area.

Performs the full range of administrative supervisory responsibilities.

Minimum Qualifications

Human Resources Specialist 1 (Attendance & Leave)

Open Competitive: Bachelor's degree and satisfactory completion of a two-year traineeship.

Human Resources Specialist 2 (Attendance & Leave)

Promotion: One year of permanent service as a Human Resources Specialist 1 (Attendance & Leave).

Human Resources Specialist 4 (Attendance & Leave)

Promotion: One year of permanent service as a Human Resources Specialist 2 (Attendance & Leave).

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 10/2023

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