

ASSISTANT PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the application and administration of the New York State Civil Service Law and Sullivan County Civil Service Rules in towns, villages, school districts and county departments under the jurisdiction of the County Personnel Officer. The Assistant Personnel Officer is also designated as the Equal Employment Opportunity Officer for the County government; as such, this position also involves the administration of the County's Affirmative Action Plan and the establishment and maintenance of personnel policies and procedures which afford equal employment opportunity to all persons. The duties of this position may involve investigating complaints, interviewing employees, field audits and employee trainings. The incumbent provides advice and guidance and monitors compliance with the various mandates described above. Work is performed under the supervision of the Personnel Officer in accordance with established policies and procedures, with latitude granted for the exercise of independent judgment. Supervision is exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists the Personnel Officer in the administration of the Civil Service Law and Rules;

Provides guidance to local officials and employees in procedural matters relating to the New York State Civil Service Law and Sullivan County Civil Service Rules;

Reviews appointments, promotions, transfers, terminations, disciplinary actions and other personnel actions to determine compliance with Civil Service requirements and applicable personnel

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policies;

Assists in maintaining the classification system of positions in county departments as well as towns, villages, schools and special districts through job audits, review of qualifications and updating of existing job specifications;

May assist the Personnel Officer in the formulation, review and coordination of Personnel Policies and Collective Bargaining Agreements for County Government;

Assists the Personnel Officer as needed in such areas as review of employment applications, revision of Civil Service Rules and Appendices and other personnel functions;

May participate in the examination process by ensuring that announcements are written and posted, applications are evaluated and accurate eligible lists are established and maintained;

May participate in collective bargaining processes and interpretation of collective bargaining agreements and County policies;

Assists in developing and implementing periodic training programs for department heads, supervisory personnel and employees on a variety of topics;

Coordinates, implements and provides training on Federal, State and local mandates concerning equal employment opportunity, affirmative action, discrimination, etc. as they apply to employees or applicants for employment with the County government;

Administers the County Affirmative Action Plan and reports to the County Legislative Chair in all matters relating to the evaluation of the implementation, enforcement and modification of the Plan;

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Makes recommendations to Personnel Officer for personnel policy changes and assists in developing implementation plans for new policies to ensure that county personnel policies meet affirmative action plan objectives;

Investigates complaints of discrimination and makes an effort to conciliate the complaint when appropriate;

Makes recommendations to the County Manager, Personnel Officer and Department Head with regard to resolving complaints of discrimination or harassment;

Prepares periodic amendments to the Affirmative Action Plan as is deemed necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good Knowledge of New York State Civil Service Law and the Sullivan County Civil Service Rules; good knowledge of Federal, State and local laws, rules, regulations and policies relating to equal employment opportunity and affirmative action; good knowledge of local government structure and operation; working knowledge of techniques involved with job evaluation, classification analysis, organizational development and examination procedures; working knowledge of the county personnel organization, procedures, policies and services; sensitivity to the problems of protected-class members in regard to obtaining employment; ability to read and interpret complex written materials, collective bargaining agreements, laws, codes and regulations; ability to present ideas clearly both orally and in writing; ability to communicate effectively with people at all levels of an organization structure; ability to gather and analyze a variety of pertinent facts and opinions concerning issues related to affirmative action and equal employment opportunity; ability to follow complex oral and written directions; objectivity.

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- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher, and four (4) years of experience in Personnel Administration, Affirmative Action, Civil Service Administration or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and six (6) years of experience as indicated in (A) above; or
- (C) An equivalent combination of training or experience as described in (A) and (B) above.

NOTE: Completion of sixty (60) credits of college coursework at a regionally accredited or New York State registered college can be substituted for the Associate's Degree.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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