

## **PERSONNEL OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a public officer appointed by the legislative body pursuant to the provisions of Article 2 of the Civil Service Law. The position involves responsibility for administering merit employee selection requirements for local governments under the jurisdiction of the county civil service function. The position also involves general administration of the personnel function for the county government, and providing technical assistance to local government administrators in effectively carrying out the personnel and human resource management function. Work is performed in accordance with policies adopted by the county legislature, with autonomy and independence to perform the duties associated with civil service administration, rule making, and adjudicatory processes associated with the office.

### **TYPICAL WORK ACTIVITIES:**

Administers the merit recruitment standards mandated by Article V, Section 6 of the New York State Constitution and the New York State Civil Service Law;

Conducts job analysis studies, prepares job specifications, and maintains the civil service classification plan;

Conducts public hearings and adopts amendments to the County Rules for the Classified Civil Service;

Considers and makes determinations on requests for removal of positions from competitive class testing requirements and makes, subject to review and approval by the State Civil Service Commission as required by law;

Provides technical assistance to local government entities in matters relating to merit recruitment and/or civil service requirements and public sector personnel administration;

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Oversees the formulation, review, and coordination of personnel policies and collective bargaining agreements for the county government;

Provides assistance in the negotiation of collective bargaining agreements;

Conducts meetings with labor organizations to resolve grievances, disagreements, disciplinary issues, and related matters;

Provides policy advice and guidance to the legislative body, County Manager, and department heads in matters of civil service administration and human resources management.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the merit selection requirements applying to public employment sector in New York State; good knowledge of the factors involved in negotiating and administering bargaining agreements with employee organizations in the public sector; good knowledge of statutory and case law requirements pertaining to civil service administration and administrative proceedings relating to employee discipline or leave from service; working knowledge of electronic and computer application software for management of the human resources function; ability to understand and interpret complicated written material including collective bargaining agreements, rules, regulations, and statutes; ability to express self clearly both orally and in writing; ability to work effectively with others; some skill in mediating dispute settlements; sound judgment; initiative; resourcefulness; and integrity.

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### MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a masters degree and six years of experience in human resource management either in personnel, labor relations, employee benefits administration, or civil service administration; or
- (B) Possession of a bachelors degree and eight years of experience in human resource management either in personnel, labor relations, employee benefits administration, or civil service administration; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

**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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Last Reviewed: 10/24/95

Jurisdictional Class: Non-Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/27/2023

Revised and Replaced in Classplan: 4/28/2025 (Edu)