

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Personnel Officer in various technical duties. Incumbent's range of duties will include involvement in the administration of Civil Service Rules and Regulations, administration of several collective bargaining agreements, centralized recruitment and reviewing and forwarding appropriate paperwork for processing by the Payroll Department. Work is performed under general supervision, in accordance with established policies, with leeway permitted for independent judgment.

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.*

Verifies municipal payrolls for Civil Service certification;

Assists in the review of applications for minimum training and experience requirements, veteran's credits, physical disabilities, arrests and other personal data;

Assists in drafting and revising job specifications for all position within the jurisdiction of the Personnel Officer;

Reviews appointments, promotions, transfers, terminations, and other personnel actions for conformity with Civil Service Law, collective bargaining agreements and personnel policy and forwards pertinent data to the Payroll Department for processing;

Maintains a classification system of position in towns, villages, and school districts;

Maintains roster records for all county positions;

Assists in the preparation of Eligible Lists and Certification of Eligibles for appointment;

Assists in the training and supervision of clerical staff assigned to the Personnel

Department;

Assists in the data entry and maintenance of civil service/human resources computer programs;

Monitors Civil Service exams;

May travel to jurisdictions to obtain required data, certify payrolls and train jurisdictions in the payroll certification process;

May assist in municipal classification surveys;

Keeps abreast of changes and additions to Civil Service Rules and Regulations;

Trains municipalities to improve their understanding and compliance of Civil Service Rules and Regulations;

Performs other duties relevant to demands of the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of State and Local Civil Service Law and Rules; working knowledge of the operations of various municipal departments and agencies; working knowledge of business Arithmetic and English; working knowledge of basic computer skills, including word processing and spreadsheets; ability to make arithmetic computations rapidly and accurately; good knowledge of examination procedures; ability

to train and supervise new staff; ability to compose correspondence; ability to follow complex oral and written directions; ability to get along well with others; initiative and resourcefulness; tact and courtesy; discretion; and integrity.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's Degree or higher and two (2) years experience in human resources, record keeping or Public Sector Civil Service; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associates Degree and four (4) years experience in human resources, record keeping or Public Sector Civil Service; or
- (C) Graduation from High School or possession of an equivalency diploma and six (6) years experience in human resources, record keeping, or Public Sector Civil Service; or
- (D) An equivalent combination of training and experience as indicated in (A) , (B) and (C) above.

SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license.

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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