

PERSONNEL PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of interpreting and implementing the administration of civil service in the County of Sullivan on the basis of merit and fitness as provided by New York State Civil Service Law and County Rules and Regulations to municipalities under the jurisdiction of the Personnel Department. An incumbent is responsible for overseeing and maintaining the transactions associated with personnel components of the integrated Human Resources systems as well as providing knowledge of civil service laws, rules and regulations and procedures to incumbents of the Personnel Assistant positions for their development. An employee in this class assists the Personnel Officer in coordinating and overseeing all operational activities and maintenance of the Class Plan of the Department of Civil Service. Work is performed under the general direction of the Commissioner of Human Resources/Personnel Officer with a wide leeway allowed for independent professional judgment. Depending on the assignment, general or direct supervision may be exercised over Personnel Assistants.

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.*

Administers operational procedures in accordance with law, rules and departmental policies, and

assures that Personnel Assistant staff members are properly trained in accordance with same;

Provides administrative oversight of Personnel Assistants and assists in monitoring general

workflow and staff performance;

Provides assistance in the Certification of Municipal Payrolls, including but not limited to the

County payroll, and maintenance of employee roster records for Departments and municipalities as needed;

May review applications for minimum training and experience requirements, veterans' credits, physical disabilities, arrests and other personal data for appointments and examinations;

Assists in formulating and revising the Civil Service rules to meet the needs of the service;

Responds to the more complex questions and correspondence relating to a variety of Civil Service matters;

Advises employees, department heads and the public on policies and regulations, Civil Service Laws and collective bargaining agreements as appropriate;

Coordinates and/or performs work on special projects and works with the Department of Information Technology regarding system issues including development of new or improved automated procedures;

Maintains control over conducting examinations through the submission of Requests for Examinations to the State Commission and through communication of local examination needs to appropriate civil service staff;

Schedules and secures testing site;

Assists in the implementation of streamlining and automation of processes to gain operational efficiencies.

Assists in position classifications, including reviewing position classification questionnaires, the interview of employees, and the allocation of positions, and related processes such as Public Hearings, Class Plan updates etc.;

Participates in the compilation and preparation of annual reports as requested;

May create reports from departmental and other systems as needed;

Performs other duties relevant to demands of the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of standard principles, practices, methods and techniques of public personnel administration; comprehensive knowledge of the specialized principles, practices, methods and techniques involved in position classification administration; thorough knowledge of Civil Service Law and Rules; thorough knowledge of the principles of administrative organization and management; good knowledge of recent developments of information in public personnel work; good knowledge of modern principles, practices. Methods and techniques in placement, probation and training in modern merit systems; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to keep a variety of records and to prepare and submit reports; ability to express oneself clearly and concisely both orally and in writing; ability to plan, train and provide guidance on technical and clerical work in a manner conducive to full performance and high morale; and ability to represent the department on policy, technical and procedural matters and to establish and maintain effective working relationships with employees, department heads, and the general public.

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 or university recognized by the New York State Education Department with an Associate's Degree and four (4) years' experience as described in (A) above; or
- (C) Graduation from High School or possession of a high school equivalency diploma and six (6) years' experience as described in (A) 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.

Y:\CLASSPLAN\Personnel Project CoordinatorDOC
Originated:2/18/2020
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 2/18/2020
Revised and Replaced in Classplan: 2/27/2023
Revised and Replaced in Classplan: 4/28/2025 (Edu)