

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of technical duties in support of policies and programs administered through the county personnel and civil service office. The range of duties will include assisting in the administration of the Civil Service Law and Rules, recruitment procedures, and other functions delegated to the Personnel Department. The position will require proficiency in using a word processing program, a data base management system, and a spreadsheet program. Work is performed under general supervision with leeway for independent judgment in carrying out most of the duties of the position. Supervision will be exercised over subordinate staff.

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.*

Conducts job audits and writes job specifications;

Establishes and maintains files that are necessary in the administration of personnel and civil service operations;

Reviews examination files, civil service rosters, test announcements, payrolls, and other documents to assist in administering requirements of the Civil Service Law;

Provides guidance to local officials and employees in conforming with requirements of the Civil Service Law and/or the County Rules for the Classified Civil Service;

Maintains a classification system of positions in County, towns, villages, school districts, and special districts within Civil Service jurisdiction of Sullivan County.

Reviews appointments, promotions, transfers, terminations, and other personnel actions to determine conformity with Civil Service requirements contained in collective bargaining agreements, salary

schedules, and personnel policies;

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

Oversees the review and certification of payrolls;

Conducts Civil Service training for Personnel Assistants and Senior Personnel Assistants;

Conducts training of County departments and jurisdictions as relates to Civil Service procedures, laws and rules;

Supervises subordinate staff;

Gathers and tabulates data relating to administration of civil service programs;

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

Assists in preparation of Public Hearings for changes relating to local Civil Service Rules and Appendices;

Provides information in response to inquiries.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the merit selection requirements applying to public sector employment in New York State; working knowledge of the fundamental principles and practices of planning and executing the personnel function in a governmental agency; ability to understand and interpret written material which may include collective bargaining agreements, rules, regulations, and statutes; working knowledge of techniques involved with job evaluation, classification analysis, organizational development and examination procedures; ability to operate a

Variety of application software to perform word processing, spreadsheet, and data management functions; skill in following and applying generalized written directions; ability to express self clearly both orally and in writing; ability to provide instruction and guidance to others; sound judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and two (2) years' experience in either human resources or in the technical or administrative personnel field, including at least one year of experience in Public Sector Civil Service; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree and four (4) years' experience in either human resources or in the technical or administrative personnel field, including at least one year of experience in Public Sector Civil Service; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) and (B) above, including at least one year of experience in Public Sector Civil Service; or
- (D) An equivalent combination of training and experience as described 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.

Y:\CLASPLAN\Personnel Technician.doc
Last Reviewed: 12/01/95
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised in Classplan on 4/6/06
Revised in Classplan on 6/1/07
Revised in Draft on 4/2/08
Placed in Classplan on 4/11/08
Revised and Replaced in Classplan: 2/27/2023
Revised and Replaced in Classplan: 4/28/2025 (Edu)