PERSONNEL COORDINATOR (CLASSIFICATIONS AND TRANSACTIONS)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and technical work of a difficult nature that involves responsibility for the oversight and coordination of policies and practices regarding local (County, towns, villages, etc.) administration of New York State Civil Service Law and a variety of personnel and human resources functions in the Rockland County Department of Personnel, especially as they pertain to classifications and civil service transactions. The work is distinguished from that of a Personnel Specialist and Personnel System Supervisor in the complexity of assignments and independent decision-making responsibilities. General direction is received from the Commissioner of Personnel and supervision is provided to technical, professional, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:
Oversees and participates in classification procedures, including but not limited to reviewing desk audit findings and related classification information and making classification determinations;
Writes job descriptions and oversees the preparation of such descriptions by others;
Interprets the New York State Civil Service Law and the Rockland County Civil Service Rules and provides guidance to County departments and/or local jurisdictions regarding same;
Develops procedures and processes to ensure the effective administration of the New York State Civil Service Law;
Oversees the dissemination of information and responds to inquiries from appointing authorities, elected officials, and the public and resolves problems, as needed;
Oversees and participates in the review and certification of payrolls in accordance with New York State Civil Service Law;
Oversees and participates in the processing of personnel transactions (e.g., appointments, terminations, reinstatements, civil service status changes, layoffs, etc.) in order to ensure compliance with the New York State Civil Service Law and the Rockland County Civil Service Rules;
Conducts and/or oversees personnel-related special projects, as assigned e.g., job analysis questionnaires, surveys, Civil Service Rules change, annual report, etc.);
Acts as liaison to elected officials, appointing authorities, as needed in order to provide guidance and information and resolve problems;
Acts as liaison to the New York State Department of Civil Service regarding mandated functions (e.g., exam scope reviews, 211 waiver requests);
Supervises staff assigned to classification procedures and processes and civil service transactions;
Completes special projects related to New York State Civil Service Law, general government functions, and personnel/human resources matters, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of New York State Civil Service Law and the Rockland County Civil Service Rules, especially as they pertain to classifications and transactions; thorough knowledge of the principles and practices used in classification and transactions; ability to communicate effectively, both orally and in writing; ability to prepare written reports and correspondence; ability to effectively use customized civil service software (e.g., PerSoft)**; ability to understand and interpret New York State Civil Service manuals and guidelines; ability to supervise professional, technical, and clerical staff.

(over)
MINIMUM QUALIFICATIONS: A Bachelor's degree in Industrial/Organizational Psychology, Personnel Psychology, Public Administration, Business, or comparable curriculum that included or was supplemented by at least fifteen (15) credit hours in Industrial/Organizational Psychology*, Personnel Psychology*, Human Resources*, Management*, or comparable courses and four (4) years of experience that included responsible (i.e., beyond the clerical level), technical, or professional public personnel experience as a major function of the job, two (2) years of which must have substantially included responsibility for job classification (e.g., perform job analysis, perform desk/job audits, write job descriptions, etc.) and/or New York State civil service transactions (e.g., review and process civil service appointments, maintain employment history for employees, review payrolls to ensure legal appointments, etc.).

NOTES:

1. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

2. A Master's degree in Industrial/Organizational Psychology, Personnel Psychology, or comparable curriculum or a Master's degree in Public or Business Administration that included or was supplemented by at least fifteen (15) credit hours in Industrial/Organizational Psychology*, Personnel Psychology*, Human Resources*, Management*, or comparable curriculum may be substituted for one (1) year of the required general public personnel experience.

*Examples of acceptable courses include job analysis, personnel recruitment and selection, performance appraisal/management, organizational development, human resources management, labor relations, business (personnel) law, research design in industrial/organizational psychology, etc.; courses in finance, marketing, and accounting shall not be qualifying.

**To be demonstrated during the probationary period.

R.C.D.P.  (03.28.2012)  05.20.2015
Competitive