

## **PERSONNEL COORDINATOR (EXAMINATIONS)**

**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 civil service examinations. The work is distinguished from that of a Personnel Specialist 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:**

- Reviews and/or oversees the review of all applications received for positions in County departments and local jurisdictions in order to evaluate qualifications and determine eligibility for admission to civil service examinations;
- Resolves problems related to the evaluation of qualifications through discussions with classifications staff and by reviewing college curriculum as it pertains to qualifications, contacting applicants, etc., and consulting with the Commissioner of Personnel, as necessary in order to determine whether applicants are qualified;
- Conducts and/or oversees the investigation of the criminal convictions of applicants;
- Supervises processes and procedures to schedule New York State administered and decentralized civil service examinations and manages special circumstances (e.g. alternative test dates), as necessary;
- Maintains liaison with the New York State Department of Civil Service regarding the scheduling of examinations, non-competitive examinations, the receipt and return of examination booklets and related test materials, and in order to resolve problems, as necessary;
- Oversees the establishment and certification of eligible lists and canvasses regarding such lists and ensures compliance with New York State Civil Service Law and the Rockland County Rules regarding same;
- Trains and supervises examination monitors;
- Coordinates and arranges for physical fitness exams, eye exams, psychological evaluations, etc. for law enforcement titles and other titles, as appropriate, and resolves problems, as necessary;
- Responds to inquiries and requests for information from applicants for jobs, appointing authorities, employees, and members of the public;
- Interacts with other staff in the Department of Personnel in order to develop and revise procedures and policies, resolve problems, etc.;
- Completes special projects related to New York State Civil Service Law, general government functions, and personnel/human resources matters, as assigned.

(over)

**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 the administration of examinations and the certification of eligible lists; thorough knowledge of the principles and practices of the administration of civil service examinations and the certification of civil service eligible lists; 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.

**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 public service recruitment (e.g., review and evaluate the qualifications of applicants, prepare and distribute exam announcements, administer civil service examinations, 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.