

SENIOR PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work of a difficult nature which involves a responsibility for independently organizing and overseeing New York State Civil Service and a variety of personnel functions in a major area of operations in the Department of Personnel. General direction is received from the Commissioner of Personnel. Supervision is exercised over technical, professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

When Assigned to Examinations and Staffing:

Reviews and/or oversees the review of all applications received for County and local municipalities in order to determine eligibility for positions, including admission to civil service examinations;
Resolves conflicts concerning borderline qualifications;
Oversees the scheduling of examinations, both in-office and out;
Administers and scores practical exams such as typing, stenography and language proficiency;
Rates training and experience of applicants for various decentralized examinations;
Administers physical fitness tests for police officer candidates;
Meets with police officer candidates and County Director of Medical Services to resolve cases of substandard medical reports;
Trains and supervises exam monitors;
Interviews prospective employees, as necessary, for positions in County departments and persons requesting interviews;
Reviews exam results, sets up eligible lists, and counsels employees about such results and lists;
Writes and submits newspaper and radio advertisements for recruitment of hard-to-fill positions;
Maintains liaison with the New York State Department of Civil Service concerning the scheduling of exams, exam content, delivery and return of test materials;
Maintains liaison with the County Executive's Office, Legislature and County department heads concerning staffing problems;
May serve on special committees to screen applicants for County departments heads and/or comparable County positions.

When Assigned to Local Municipal Services and Transactions:

Oversees the administration of a variety of civil service processes, policies, and procedures;
Develops and oversees classification studies and maintains a comprehensive classification plan;
Interprets and develops procedures for the administration of New York State Civil Service Law and New York State Civil Service Rules;
Writes position specifications and reviews those written by subordinates;
Oversees and directs the accuracy and subsequent certification of the payroll of a variety of jurisdictions including Towns, Villages, Libraries, School Districts, etc.;
Evaluates the need for new positions and maintains organizational charts;
Establishes and maintains cooperative relationships with appointing authorities and legislative bodies in local municipalities;
Trains and oversees the work of professional, technical, and clerical personnel;
Establishes unit procedures and supervises unit functions.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of personnel administration; thorough knowledge of the techniques of job analysis and position allocation; thorough knowledge of the techniques of recruitment, training and evaluating employees; good knowledge of public administration as it concerns local government; good knowledge of New York State Civil Service Law and Rules as it pertains to recruitment, selection, classification, eligible lists etc.; ability to supervise professional, technical and clerical personnel; ability to establish and maintain cooperative relationships with others; ability to understand and interpret written material especially the New York State Civil Service Law and Rules; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree that included or was supplemented by at least thirty (30) credit hours in Public Administration, Political Science, Business Administration, Personnel Psychology, or comparable curriculum and five (5) years of professional, administrative, and/or technical (i.e., above clerical and para-professional levels) public personnel experience.

NOTE:

1. A Master's degree or higher in Public Administration or Personnel Psychology, or comparable curriculum may be substituted for one (1) year of the required experience.
2. Additional years of the required experience may be substituted for the college degree on a year-for-year basis, up to four (4) years.

PROMOTION: One (1) year of permanent competitive status as a Personnel Specialist or three (3) years as a Personnel Technician.