

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for planning, organizing, developing, directing and evaluating Onondaga County's administration of Civil Service Law, rules and regulations. The work is carried out in accordance with New York State Civil Service Law, Onondaga County Rules for Classified Service and ancillary regulations. This class differs from subordinate Personnel Technician positions by virtue of comprehensive responsibility for Civil Service. Work is performed under the general direction of the Commissioner of Personnel with leeway allowed for independent judgement in contributing to the department's mission. General supervision is exercised over the work of a number of professional employees. Does related work as required.

TYPICAL WORK ACTIVITIES

Directs the establishment and maintenance of a roster of all officers and employees of the County and of other local governmental jurisdictions within the County, including rates of pay and rate changes, promotions, demotions, transfers, times and causes of separation from, employment and such other information as may be deemed appropriate.

Directs the establishment of programs for civil service employee recruitment and maintains a central file of employment opportunities for public dissemination in cooperation with other units of County government and other local governmental jurisdictions within the County.

Submits to the Commissioner such reports, data and information as may be required, or as may otherwise be appropriate from time to time, regarding all violations of civil service law and regulations by units, officers or employees of County government and other local jurisdictions within the County, together with the remedial action or proposals thereon.

Submits to the Commissioner such reports, data and information as may be required, or as may otherwise be appropriate from time to time, regarding civil service practices, policies and conditions within the County government and other local governmental jurisdictions within the County.

Plans, organizes, develops, directs and evaluates programs carried out by personnel technicians to assist in Administration of Civil Service law, rules and regulations, where such programs include position classification, administration of state-prepared examinations and consultation with civil divisions under the Civil Service Jurisdiction of the Onondaga County Department of Personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Thorough knowledge of principles and practices of personnel administration as mandated by New York State Civil Service law, rules and regulations.

Thorough knowledge of principles and practices of a merit system concept of position classification, recruitment and selection.

Thorough knowledge of management and organizational principles and practices.

Good knowledge of principles and practices of supervision.

Good knowledge of organizational structures, functions, operations, objectives and goals of the Department of Personnel and its programs.

Ability to prepare detailed and/or complex correspondence to explain and support service and/or program decisions, policies and recommendations.

Ability to supervise in a manner conducive to full performance and high morale.

Ability to analyze information gathered for the purpose of developing recommendations and/or making decisions.

Ability to make oral presentations concerning Civil Service plans and programs.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive class status as a Personnel Technician 2.

Open Competitive:

A) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and three (3) years of work experience or its part-time equivalent in merit system administration, two (2) years of which must have been in a supervisory capacity in planning and supervising programs designed to enforce a personnel merit system; or

B) Seven (7) years of work experience or its part-time equivalent in merit system administration, (two) 2 years of which must have been in a supervisory capacity described in (A) above; or,

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE:

Graduation from a regionally accredited or New York State registered college or university with a master's degree in Personnel Administration or Labor Relations or Business or Public Administration with a concentration in personnel, may be substituted for one (1) year of non-supervisory work experience.

3/2010 Date Revised