

CIVIL SERVICE ADMINISTRATOR

JOB CODE: 3111
LOCATION: Tioga County Department of Personnel & Civil Service
CLASSIFICATION: Non-competitive
SALARY: Non-Union
ADOPTED: Revised 8/95; 8/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for administering technical aspects of the civil service program within the County. The position provides County departments and civil divisions with technical direction and support, and directly supervises the day-to-day personnel transaction and examination processing in the County Personnel / Civil Service Office. The work is performed under the general supervision of the Personnel Officer and in accordance with established laws and policies. Wide latitude is given for the exercise of independent judgment, but assistance will be available for unusual situations that do not have clear precedents. Supervision is exercised over the work of subordinate Civil Service Technicians or Assistants and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists appointing authorities within County departments, schools, towns and villages in meeting the requirements of the Civil Service Law and Tioga County Rules for the classified Civil Service;
- Coordinates and administers all aspects of the Civil Service examination process which includes (but not limited to) determining the need for an exam, the type to be ordered, the qualifications for an exam;
- Supervises and participates in the development and maintenance of job classifications, including job evaluation and salary administration;
- Prepares and maintains various records and reports on examinations, eligible lists, class specifications, resolutions, headcount, performance measurement, etc.;
- Authorizes and administers the certification process of an eligible list to an appointing authority;
- Supervises and/or performs payroll certification and roster record maintenance procedures in accordance with Civil Service Law;
- Leads and participates in recruitment efforts and counsels current and prospective employees on employment possibilities, exam administration and civil service rules and regulations;
- Reviews candidate applications to determine eligibility for appointment and/or examination;
- Compiles material and statistics in an annual report for the New York State Department of Civil Service;
- Monitors examinations and oversees test administration;
- Attends seminars and workshops pertaining to Civil Service and/or personnel administration;
- Performs or assists in the performance of a variety of other personnel duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of State Civil Service Law and Tioga County Civil Service Rules and procedures; thorough knowledge of methods and procedures of record maintenance and personnel transaction processing; good knowledge of principles of position classification, job evaluation, recruitment and salary administration; Good knowledge of office terminology, procedures and equipment; good knowledge of the structure, function and operation of municipal government; ability to handle office details independently; ability to communicate effectively, both orally and in writing; ability to understand and explain technical Civil Service laws and procedures; ability to supervise the work of others; ability to meet and deal effectively with the public; ability to establish effective working relationships; initiative, confidentiality; discretion; attention to details; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time paid work experience or its part-time equivalent in personnel administration with at least one (1) year of work experience involving the supervision of subordinates; **OR**
- (b) Graduation from high school or possession of high school equivalency diploma and six (6) years of full-time paid work experience or its part-time equivalent in personnel administration with at least one (1) year of work experience involving the supervision of subordinates; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b), however, the one year of supervisory work experience can not be substituted.