

Civil Division: Oneida County Government
Jurisdiction Class: Competitive
EEO Category: Officials/Administrators
Revised: 05/23/16

DIRECTOR OF CIVIL SERVICE ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility as the deputy for the Commissioner of Personnel in administering Civil Service Law, rules and regulations in Oneida County and acts for and in place of during the commissioner's absence. The work is carried out in accordance with New York State Civil Service Law, Oneida County Rules for the Classified Service and ancillary regulations. This class differs from subordinate positions by virtue of comprehensive responsibility for Civil Service administration. Work is performed under the general direction of the Commissioner of Personnel with wide latitude being given to perform duties and responsibilities. General supervision is exercised over the work of professional and clerical employees. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs the establishment and maintenance of Civil Service examination administration for all state and decentralized examinations offered by Oneida County Civil Service, including job specifications, examination maintenance, recruitment, schedules, and test sites;
- Directs the establishment and maintenance of a roster of all officers and employees of the County and of all local municipalities and civil divisions within Oneida County's jurisdiction, including all personnel transactions and payroll certifications;
- Directs the establishment of Civil Service employee recruitment programs through job fairs, examination announcements, vacancy notices and web site;
- Plans, organizes, develops, directs and evaluates programs carried out by subordinate staff to assist in the administration of Civil Service law, rules and regulations where such programs include position classification, and consultations with civil divisions under Oneida County Civil Service jurisdiction;
- 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 municipalities and civil divisions;
- Assists the Commissioner in preparing and submitting Amendments to Oneida County's Rules and Appendices to New York State Civil Service Commission for their review and approval;
- Assists the Commissioner in preparing and submitting the annual reports to New York State Civil Service Commission and to the Board of Legislators; and
- Attends conferences, seminars and meetings concerned with civil service related duties and activities, and to promote efficient public personnel administration.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of principles and practices of public personnel administration as mandated by New York State Civil Service law, rules and regulations; through knowledge of principles and practices of a merit system concept of position classification, recruitment and selection; thorough knowledge of management and organizational principles and practice; good knowledge of principles and practices of supervision; good knowledge of organizational structures, functions, operations, objectives and goals of a department of personnel and its programs; ability to prepare detailed and/or complex correspondence to explain and to support civil service 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: Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** seven (7) years of full-time experience in merit system administration, four (4) years of which must have been in a supervisory capacity in planning and supervising programs designed to enforce a merit and fitness system; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** nine (9) years of full-time experience in merit system administration, four (4) years of which must have been in supervisory capacity as described in (A) above.

Post-graduate training: Successful completion of graduate level coursework in human resource management, labor relations, public administration or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for work experience as follows: thirty (30) semester credit hours is equivalent to one (1) year of non-supervisory work experience.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 11/13/08 by Resolution # 415
Revised: 09/27/13, 05/23/16

Title in promotional series: Assistant Personnel Technician; Personnel Technician I; Personnel Technician II; Personnel Technician III; Director of Civil Service Administration