

## ADMINISTRATOR-CIVIL SERVICE AND PERSONNEL SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of interpreting and implementing the administration of civil service in the County of Ulster on the basis of merit and fitness as provided by New York State Civil Service Law and the Ulster County Rules and Regulations to municipalities under the jurisdiction of the Personnel Department. An incumbent is responsible for overseeing and maintaining the transactions associated with the personnel components of the integrated Human Resources System, as well as providing knowledge of civil service law, rules and regulations, and procedures to the department of Ulster County Information Services when developing such systems, and also providing guidance and training to personnel staff. The work is performed under the general direction of the Personnel Officer with wide leeway allowed for the use of independent professional judgment. Depending upon the assignment, general or direct supervision may be exercised over technical and clerical personnel.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Interprets the provisions of civil service law, rules and personnel office policies and procedures for officials and employees of all county departments and other local jurisdictions under the authority of the Personnel Officer;

Supervises and trains the transactions and employee benefits unit regarding the application of civil service law and rules applicable to the maintenance and recording of roster records, position control and other office records using the integrated Human Resources System;

Oversees all aspects of the integrated Human Resources System as they pertain to civil service, personnel, position control, and employee benefits and ensures the systems capabilities are fully utilized;

Provides training to technical, paraprofessional and clerical staff in the personnel office in interpreting and applying the provisions of law, rules and office policies;

Responds to non-routine inquires and resolves complex problems from personnel staff, municipalities and administration regarding civil service matters;

Reviews and when necessary creates or makes revisions to rules and regulations, procedure manuals and transaction forms and subsequently advises personnel or other municipalities of proper policies and procedures;

Reviews job classification questionnaires and duties statements, performs job audits when necessary and reviews and/or prepares class specifications for position classification or reclassification and participates in appeals when needed;

Participates in the compilation and preparation of the New York State Civil Service annual report;

Gathers data and develops complex spreadsheets, queries, reports and documents using mainframe and PC based databases;

Evaluates and recommends enhancements to the integrated Human Resources System collectively with Information Services, County Administration and the County Treasurer's Office to manage employee information as it pertains to the administration of Civil Service Law;

Plans, designs and assists in the implementation of a computerized integrated Human Resources System to ensure the proper and legal compilation and documentation of records as dictated by Civil Service Law;

Prepares a variety of correspondence and memoranda;

Attends meetings, conferences and seminars as directed;

May certify payrolls and notify department heads and municipalities of civil service discrepancies;

May act for and in place of the Personnel Officer in his/her absence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern public personnel administration; thorough knowledge of Civil Service Law, Ulster County Civil Service Rules, and the policies of the Ulster County Personnel Department; good knowledge of the principles and practices of position classification, job analysis, and salary administration; working knowledge of recruitment techniques; working knowledge of the principles and practices of contract interpretation; ability to conduct classification and salary surveys; ability to extract and analyze data from a variety of sources and to utilize this data to prepare concise and meaningful reports; ability to plan, organize, supervise and direct the work of others; ability to present ideas clearly and effectively, both orally and in writing; initiative and resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university with a Master's degree in Public or Business Administration and one (1) year of New York State-based technical work experience in public personnel administration; **OR**
- B. Graduation from a regionally accredited college or university with a Bachelor's degree and three (3) years of New York State-based technical work experience in public personnel administration, one (1) of which must have been in a supervisory capacity; **OR**
- C. Graduation from a regionally accredited college or university with an Associate's degree and five (5) years of New York State-based technical work experience in public personnel administration, one (1) of which must have been in a supervisory capacity; **OR**

- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of New York State-based technical work experience in public personnel administration, one (1) of which must have been in a supervisory capacity; **OR**
- E. An equivalent combination of the training and experience as defined in A, B, C and D above.

ULSTER COUNTY  
0121 ADM CS&PS  
Classification: Competitive  
Union: UCSA  
MGT

Adopted: March 19, 2021