

DIRECTOR OF CIVIL SERVICE ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: This is a high level technical and administrative position responsible for the administration of the Civil Service Law and Rules to all municipalities under the jurisdiction of the Ulster County Personnel Department. Under the general direction of the Ulster County Personnel Officer, this position supervises and directs the work of Senior Personnel Analysts, Personnel Analysts, Personnel Analyst Trainees Senior Personnel Assistants, Personnel Assistants, Personnel Clerks and clerical positions engaged in classifications, examinations and record maintenance of positions in the Classified Civil Service. The incumbent is expected to exercise supervision over those employee relation's activities that overlap Civil Service issues (i.e., appointment procedures, record maintenance, disciplinary actions, terminations, etc.). Depending upon the assignment, this position exercises direct and general supervision over subordinates. This position will also exercise general supervision over a number of clerical positions. Does related work as required

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.

Directs, coordinates, and supervises the work of subordinates in the administration and enforcement of the Civil Service Law and Rules for Ulster County departments, cities, towns, villages, school districts and special districts;

Monitors and analyzes the effectiveness of Civil Service Administration, noting problem areas and developing solutions for review by the Personnel Officer ;

Advises the Personnel Officer of proper methods and procedures related to the administration of Civil Service;

Consults with the Personnel Officer about and assists in the planning of all major and minor projects to be conducted by the department (i.e., classification surveys, local examination development, etc.);

Participates in, and directly supervises the more difficult and complex activities associated with Civil Service administration;

Explains Civil Service regulations procedures to department heads, elected officials, appointed officials, employees, union officials, the public and the press either by telephone, by written correspondence or in a face-to-face situation;

Assists and advises the Personnel Officer in the general management of the Personnel Department;

Acts for and in place of the Personnel Officer in his/her absence;

Takes appropriate supervisory actions to change undesirable performance of subordinate employees through performance evaluation, counseling and, if necessary, Section 75 disciplinary actions after consultation with the Personnel Officer;

Trains new or reassigned employees in the duties and responsibilities of their positions;

Conducts training courses for the New York State Civil Service Law and Rules for the Classified Civil Service of Ulster County for public officials, managers, union and employee groups;

Participates in policy development and implementation;

Performs legal research on a variety of topics;

Formulates and renders opinion on such matters to officials and agencies as requested;

Attends a variety of meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the New York State Civil Service Law and the Ulster County Rules for the Classified Civil Service; thorough knowledge of the principles and procedures of Civil Service Administration in New York State; good knowledge of modern public personnel administration; good knowledge of the organization and functions of Ulster County and the municipalities in Ulster County; good knowledge of the modern principles and practices of supervision; good knowledge of departmental procedures; good knowledge of the practices and procedures of employee relations in Ulster County; ability to plan and supervise the work of others; ability to supervise and prepare detailed reports; ability to meet and deal effectively with elected and appointed officials, as well as employees; union officials, and the public; ability to communicate effectively and clearly both orally and in writing; ability to analyze and resolve complex problems; ability to make sound judgments regarding Civil Service and public personnel administration; professional and personal integrity; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a bachelor's degree and four (4) years of technical experience in public personnel administration, one year of which must have been in a supervisory position, and one year of which must have been in New York State; **OR**
- B. A Master's Degree in Business Administration, Public Administration or a related area and three (3) years of technical experience in public personnel administration, one year of which must have been in a supervisory position, and one year of which must have been in New York State; **OR**
- C. An equivalent combination of the training and experience as indicated in A and B above.

ULSTER COUNTY
2548 DIR CS ADM
Classification: Competitive
NUMGT

Adopted: November 17, 1999
Revised: April 18, 2005