

PERSONNEL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible technical position involving responsibility for performing professional work related to the operation and maintenance of a public personnel program. The work requires a detailed knowledge of Civil Service Law, Rules and public personnel administration procedures. The work is performed under the general supervision of the Personnel Director or their designee(s) with considerable leeway for the exercise of independent judgment and initiative in carrying out the duties of the position. Supervision may be exercised over the work of technical, paraprofessional and clerical support staff as assigned. 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.

Conducts classification surveys in county departments, towns, villages, school districts and special districts; reviews classification questionnaires, conducts job audits and prepares tables of organization;

Prepares class specifications from data obtained by questionnaires, reviews and audits;

Conducts salary surveys, reviews duties statements and specifications, reviews organizational charts, gathers salary data from other agencies, compares outside data from other agencies to existing salaries; prepares charts, graphs and written reports containing recommendations for salaries;

Advises department heads of Civil Service Laws, Rules and procedures;

Analyzes appeals for title changes and submits findings and recommendations to the Personnel Director or their designee;

Prepares a variety of reports and recommendations concerning personnel transactions and policy procedures;

Responsible for examination administration program, reviews applications, advises on preparation of examination announcements, reviews recruitment fields and sources for open competitive and promotional examinations, prepares a variety of forms and reports related to the examination administration process;

Provides recommendations to office staff regarding application of Civil Service Laws and Rules to the maintenance of roster records, eligible lists and other office records;

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

Attends meetings, seminars and training sessions as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Civil Service Law and the Ulster County Civil Service Rules and Regulations; good knowledge of modern principles, practices, policies and procedures of public personnel administration; good knowledge of position classification and job evaluation; working knowledge of the organization and functions of local government in New York State; ability to initiate and carry out special studies relating to Civil Service and personnel activities; ability to communicate effectively; ability to analyze and solve complex problems; ability to maintain records and prepare reports; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor’s degree and one (1) year of full-time paid experience which involved the performance of technical or professional work in a government or business office; **OR**
- B. Possession of an Associate’s degree and three (3) years of full-time paid experience which involved the performance of technical or professional work in a government or business office; **OR**
- C. High school graduation or possession of a high school equivalency diploma and five (5) years of full-time paid experience which involved the performance of technical or professional work in a government or business office.

Note: College level study may be substituted for the above required work experience; thirty (30) semester credit hours are considered the equivalent of one (1) year of full-time work experience.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
4740 PERS ANLYS
Classification: Competitive
Union: UCSA
MGT

Adopted: As PERS TECH
May 8, 1979
Revised: January 14, 1980
Revised: November 15, 1988
Revised: January 20, 1989
Revised: May 3, 1989
Revised: April 18, 2005
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