

PRINCIPAL PERSONNEL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level professional position responsible for supervising and performing administrative tasks on the basis of merit and fitness as provided by the New York State Civil Service Law and the Ulster County Rules and Regulations to municipalities under the jurisdiction of the Personnel Department. The incumbent has responsibility for the administration of the Civil Service Examinations Program and/or the Civil Service Transactions Unit for Ulster County. The incumbent may engage in such activities as: interpreting Civil Service Laws, Rules and Regulations, advising on issues regarding employee and labor relations, records maintenance, policy implementation, assisting in annual county budget preparation and also providing guidance and training to personnel staff. The work is performed under the general supervision of the Personnel Director, 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 Director;

Provides training to technical, paraprofessional and clerical staff in the personnel department 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;

Participates in, and directly supervises activities regarding the administration of the civil service examination program and/or all civil service transactions;

Participates in policy development and implementation;

Participates in the compilation and preparation of the New York State Civil Service Annual Report;

Reviews qualifications of applicants regarding examination or appointments according to New York State Civil Service Law and Ulster County Rules and Regulations;

Oversees the certification of payrolls and corresponds with department heads and municipalities as necessary;

Prepares a variety of reports and correspondence;

Attends meetings, conferences and seminars as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern public personnel administration; thorough knowledge of the terms and conditions of employment in Ulster County; thorough knowledge of New York State Civil Service Law, Ulster County Civil Service Rules and Regulations, and the policies of the Ulster County Personnel Department; good knowledge of HR program and examination program computer systems used in Ulster County; good knowledge of the principles and practices of position classification, job analysis, and salary administration; good knowledge of the modern principles and practices of supervision; good knowledge of recruitment techniques; working knowledge of the practices and procedures of employee relations in Ulster County; working knowledge of the practices and procedures of labor relations in New York State, including the Taylor Law; ability to plan, organize, supervise and direct the work of others; ability to supervise and prepare detailed reports; ability to communicate and present ideas clearly and effectively, both orally and in writing; ability to analyze and resolve complex problems; ability to make sound judgments regarding public personnel administration; ability to adapt to complex computer applications; professional and personal integrity; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Public or Business Administration, or a related field and two (2) years of experience in the administration of personnel management, which included one (1) year of full-time paid or its part-time equivalent supervisory experience over personnel staff; **OR**
- B. Possession of an Associate's Degree in Public or Business Administration, or a related field and four (4) years of experience in the administration of personnel management, which included one (1) year of full-time paid or its part-time equivalent supervisory experience over personnel staff; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in the administration of personnel management, which included one (1) year of full-time paid or its part-time equivalent supervisory experience over personnel staff; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

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.

Classification: Competitive

Union: UCSA

MGT