

## **SENIOR PERSONNEL ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervising and performing technical tasks in the Civil Service Unit of the Ulster County Personnel Office. The work is performed under the general supervision of the Personnel Director or their designee(s) with considerable leeway allowed in the details of the work. Supervision is exercised over the work of technical, paraprofessional and clerical staff. 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.

Supervises and participates in the review of job classification questionnaires and duties forms, the performance of job audits, the preparation and periodic review of class specifications and the conduct of department head and employee appeals;

Conducts studies and analysis to determine staffing requirements for various organizational elements of the county's departments and agencies;

Provides guidance and advice to unit personnel, department heads and employees concerning matters of Civil Service Law and Rules;

Recommends and prepares resolutions for changes in the local Rules, Regulations and Appendices and prepares and attends public hearings to implement same;

Assists in the training of technical, paraprofessional and clerical staff;

Assists in the allocation of new titles to the salary schedule and in the periodic review of existing grade allocations to determine if reallocation is warranted;

Reviews qualifications of applicants regarding approval or disapproval;

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

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 principles and practices of position classification, job analysis, salary administration, employee relations and recruitment techniques; thorough knowledge of Civil Service Law, Ulster County Civil Service Rules and the policies of the Ulster County Personnel Office; 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. Possession of a Bachelor's degree and two (2) years of responsible experience in personnel administration; **OR**
- B. Possession of an Associate's degree and four (4) years of progressively responsible experience in personnel administration; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of progressively responsible experience in personnel administration.

**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  
6400 SR PER ANL  
Classification: Competitive  
Union: UCSA  
MGT

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