CIVIL SERVICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position involving working with, processing, distributing and updating human resource and civil service forms and records. There is considerable public contact involved in carrying out assignments with leeway allowed for the use of independent judgement. The work is performed under the supervision of the Director of Human Resources and/or Principal Civil Service Administrator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Answers routine inquiries and distributes information regarding the functions of the Human Resources Department to both employees and the general public;
- Contacts department heads, payroll personnel, and agency contact personnel on questions pertaining to failure to follow proper procedures, applications, reports of personnel change forms, etc., as established in Civil Service Law and/or city personnel requirements;
- Maintains and updates detailed computerized personnel and roster records for the city, school district and special districts to ensure individuals are employed in accordance with Civil Service Law and City of Albany Civil Service Rules and Regulations;
- Assists in compilation, processing and follow-up of Civil Service Commission meeting agenda items;
- Assists in the compilation, completion and distribution of human resource and/or civil service related material, such as handbooks, manuals, pamphlets, examination announcements and job specifications;
- Maintains detailed roster records for the city, school district and special districts to insure individuals are employed in accordance with Civil Service Law and City of Albany Civil Service Rules and Regulations;
- Prepares all aspects of records retention and disposition of records for the Civil Service division of the department;
- Prepares letters, forms, and detailed reports using computer, and monitors and updates reports as necessary;
- Compiles and prepares statistical reports, account keeping records and reports for arithmetical and clerical accuracy;
- Assists in special studies and surveys as assigned;
- Operate various office machines;
- Acts as proctor in conducting examinations;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Good knowledge of office terminology, procedures, and equipment;
- Good knowledge of business math and English;
• Good knowledge of city government operations and functions;
• Working knowledge of New York State Civil Service Law and City of Albany Civil Service Rules and Regulations;
• Working knowledge of proper techniques of public personnel administration;
• Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
• Ability to perform close, detailed work involving considerable visual effort, concentration and computational skills;
• Ability to supervise the work of others;
• Ability to analyze and organize data and prepare and maintain detailed records and reports;
• Ability to write legibly;
• Ability to understand and follow complex oral and written instructions;
• Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
• Initiative;
• Sound judgment;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree (or higher) in Business Administration, Public Administration, Human Resources or related field and two (2) years of experience in a clerical/administrative role which shall have included considerable customer service work; OR

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in a clerical/administrative role which shall have included considerable customer service work; OR

C. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.