PRINCIPAL CIVIL SERVICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical and independent work performing a variety of functions in technical areas of public personnel such as data collection, coordination/overseeing of the examination program, rendering assistance to city departments, civil divisions, employees, and the public. This position also has responsibility for assisting in administering and overseeing compliance with the technical provisions of the Civil Service Law and Civil Service Rules and Regulations for all civil divisions that fall within the jurisdiction of the city including the school district and all special districts. The incumbent has the power to act for and on behalf of the Civil Service Commission as delegated by the Commission. The work is performed under the general direction of the Civil Service Commission and Director of Human Resources with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Interprets and applies Civil Service Law in the formation of policies and procedures;
- Maintains the comprehensive classification plan for the city and civil divisions, including classification of positions and preparation/revision of job specifications from data obtained by questionnaire, interview and/or audit;
- Reviews duties of proposed and existing positions for classification purposes;
- Coordinates/supervises all aspects of the examination program for the city and all civil divisions;
- Oversees the drafting and distribution of examination announcements;
- Oversees the scheduling, announcing, and administration of the decentralized examination program;
- Assists in the review of applications for examinations or appointment and eligibility determinations with respect to qualifications;
- Researches problems related to classification, appointments, personnel transactions, jurisdictional classifications, examination processes, labor relations, City of Albany Civil Service Rules and Regulation changes and modifications, contract interpretation, layoffs, payroll certification, etc.;
- Confers with and acts as consultant for local government officials, city department heads, union officials, and employees concerning a wide variety of matters concerning Civil Service Law, City of Albany Rules and Regulations, and personnel policies;
- Plans new methods and procedures for more efficient operation of the Civil Service division of the office and provides appropriate training to staff;
- Functions as a resource for the Director of Human Resources in the negotiation of labor contracts, layoff procedures, preparation of materials for arbitration hearings, grievance proceedings;
- Provides guidance in employee disciplinary actions;
- Performs evaluations of subordinate employees;
• Oversees a variety of personnel operations including eligible list certification, roster record maintenance, and payroll certification;
• Prepares the agenda and resolutions for the Civil Service Commission meetings;
• Prepares the annual report for State Civil Service and assists in the preparation of special reports for city, federal, and state government as required;
• Prepares the annual examination fee report and ensures payment to the State Civil Service Department for examination fees owed;
• Recommends jurisdictional classification changes to the Civil Service Commission and assists in the formulation of resolutions for amending the City Civil Service Rules;
• Assists in the certification of payrolls for classified positions in city government and other agencies under the jurisdiction of the department;
• May be involved in the collection and compiling of data for labor relations;
• Oversees the records retention and disposition processes for the Civil Service division of the office;
• Oversees and acts as proctor in conducting examinations;
• Conducts studies as assigned by the Civil Service Commission and Director of Human Resources.
• Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
• Thorough knowledge of New York State Civil Service Law and City of Albany Civil Service Rules and Regulations;
• Thorough knowledge of practices, policies, and procedures of public personnel administration;
• Thorough knowledge of principles of position classification techniques, examination administration, job evaluation, personnel transactions, and salary administration;
• Good knowledge of employee relations, public relations, performance rating, and recruitment;
• Good knowledge of the organization and functions of local government in New York State;
• Good knowledge of City operations and functions;
• 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 plan and implement special studies relating to civil service and personnel activities;
• Ability to oversee and supervise the work of others;
• Ability to analyze and organize data and prepare and maintain detailed records and reports;
• Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
• Ability to communicate effectively both orally and in writing;
• Ability to understand and follow complex oral and written instructions;
• Ability to analyze and resolve complex problems;
• 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 a Bachelor’s Degree in Business Administration or related field and three (3) years of experience in personnel work involving the keeping of personnel records, which shall have included supervision; OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate’s Degree in Business Administration or related field and five (5) years of personnel work involving the keeping of personnel records, which shall have included supervision; OR

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of satisfactory experience in personnel work involving the keeping of personnel records, which shall have included supervision; OR

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