SENIOR CIVIL SERVICE ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work with a high level of independent responsibility for the application of Civil Service Law and City of Albany Rules and Regulations regarding civil service administration for all civil divisions that fall within the jurisdiction of the city. The work also involves a high level of independent responsibility for administering human resource functions for the city. The incumbent may have responsibility for: processing civil service transactions, maintaining employee history records, assisting with classification studies and layoff processes, payroll certification, reviewing of applications, performing human resource functions, contract interpretation, the exam process, eligible list administration and other related functions. The work entails a high degree of accuracy, attention to detail, and computational skills. Work is performed under the general supervision with leeway allowed for independent judgment in matters for which office procedure and policy have been established. Supervision and training may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Certifies the payroll for the city, school district and special districts and follows through with requesting necessary paperwork to ensure continued certification;
- Contacts department heads, payroll personnel, and agency contact personnel on questions pertaining to payroll errors or 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;
- Provides training/assistance to personnel from various jurisdictions to help explain and ensure conformance with Civil Service Law, City of Albany Rules and Regulations, and Civil Service procedures;
- Assists in compilation, processing and follow-up of Civil Service Commission meeting agenda items;
- Conducts initial review and determination of applications for appointments and examinations to ensure candidates meet the required minimum qualification standards and takes appropriate action in accordance with Civil Service Law;
- Discusses qualifications of candidates with appointing officers;
- 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;
- Maintains all aspects of the examination process and eligible list administration which may include exam announcements, canvasses certifications, exam requests, exam notices, eligible lists, preferred lists, New York State Civil Service Law Section 55A applicants, veteran’s credits, application review, etc. in accordance with Civil Service Law and City of Albany Civil Service Rules and Regulations;
• Assists the city, school district and special districts on civil service processes including classification of positions, payroll certification, appointments, etc.;
• 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 classification studies and reviews for position title change;
• Assists in the process of potential layoff situations;
• 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:
• Thorough knowledge of New York State Civil Service Law and City of Albany Civil Service Rules and Regulations;
• Good knowledge of proper techniques of public personnel administration;
• Good knowledge of distinctions made in Civil Service administration in jurisdictional classification and status of employees;
• Good knowledge of office terminology, procedures, and equipment;
• Good knowledge of business math and English;
• Knowledge of city government operations and functions;
• Knowledge of the principles and practices of position recruitment and examinations, merit system, and personnel transactions;
• 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 a Bachelor’s Degree in Business Administration or related field and one (1) year of experience in personnel work involving the keeping of personnel records; 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 three (3) years of personnel work involving the keeping of personnel records; OR

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory experience in personnel work involving the keeping of personnel records; OR

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