

## SENIOR PERSONNEL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for implementing County Personnel practices and policies with a number of assigned departments or local jurisdictions. Responsibility involves providing consultation and support services in the application, interpretation and implementation of civil service rules and regulations, County Personnel administrative rules and practices, position classification, organizational studies, salary administration, specification development, and staffing. This is a senior staff level position in which incumbents are expected to have mastered a level of expertise to be able to advise department heads, local officials and their representatives on appropriate course of action. Work also involves the development of working relationships with the Budget Office staff, Labor Relations, Union representatives, Affirmative Action and the New York State Civil Service Division. May supervise or act as lead over lower level technicians, auditors and/or clerical staff.

### EXAMPLES OF WORK: (Illustrative Only)

Provides department heads or local officials with guidance or interpretation of personnel policies and practices; and in the application of civil service law, rules and regulations;

Conducts analysis, evaluation, classification and certification of new position requests or requests for recertification of existing positions;

Conducts job audits and makes classification and compensation analyses and recommendations;

Conducts organizational and intra-departmental studies based on departmental, executive or legislative requests;

Composes and revises job specifications taking into consideration departmental recruitment requirements, health code and other minimum standards as established by law where applicable, actual job duties as established through task analysis, examinations and EEO guidelines;

Prepares submissions to the Budget Committee of the Board of Legislators for new title approval and title deletions;

Conducts salary surveys and analyzes results; responds to salary survey requests from public and private wage analysts;

Establishes and maintains effective working relationships with department heads and their administrative representatives, the Deputy Budget Director, and Budget Examiners, and also union representatives;

Reviews and follows up on certification of payrolls in accordance with the requirements of Civil Service Law, Rules and Regulations;

Responds to inquiries and requests for further information from members of the Classification Appeals Board on appealed classification cases;

EXAMPLES OF WORK: (Illustrative Only)

Coordinates activities as they relate to assigned departments with other sections of the Personnel Office to assure completed staff work; conferring with other members of the Class/Comp Section on matters which cross departmental lines; providing information and documentation to the Exam Unit, New York State Civil Service Division, Personnel Administration Unit, Labor Relations, EEO;

Responds to requests task analysis and other classification issues from the New York State Civil Service Division;

Conducts or participates in special studies or handles confidential personnel matters as requested;

Participates in meeting, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service law, rules and regulations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public personnel administration, particularly within the provisions of the New York State Civil Service Law and Rules; good knowledge of techniques used in position classification, organizational studies, and wage and salary analysis; ability to conduct job audits using directed interview techniques; ability to develop and maintain effective working relationships with department heads, local official, elected officials, management and administrative level staff, union representatives and others; ability to ascertain, organize and analyze facts, make valid comparisons, and draw logical conclusions; ability to identify and resolve personnel problems; ability to communicate effectively, both orally and in writing; initiative; creativity; integrity; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either: (a) four years of professional personnel experience, two of which must have involved job classification studies, or (b) a Master's Degree\* with major course work in Political Science, Public Administration, Personnel Management or Business Administration or experience obtained as an intern in public administration may be substituted for an equal amount of the general personnel experience.

SPECIAL REQUIREMENT: Possession of a valid driver's license in the State of New York at the time of appointment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.