

Jurisdiction Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 04/28/2021

## **DIRECTOR OF CIVIL SERVICE ADMINISTRATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position serves as the head of Civil Service administration. The work is carried out in accordance with New York State Civil Service Law, Oneida County Rules for the Classified Service and ancillary regulations. This class differs from subordinate positions by virtue of comprehensive responsibility for Civil Service administration. Work is performed under the general direction of the Deputy Commissioner of Personnel. General supervision is exercised over the work of professional and clerical employees. Incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs the establishment and maintenance of Civil Service examination administration for all state and decentralized examinations offered by Oneida County Civil Service, including examination maintenance, exam monitor recruitment and training, schedules, and test sites;

Prepares vacancy notices for openings in Oneida County government departments;

Responds to public inquiries by providing information and answering Civil Service questions;

Analyzes, develops and revises job specifications from data obtained by questionnaire, interview and/or audit;

Reviews applications for examination;

Assists the Commissioner in preparing and submitting Amendments to Oneida County's Rules and Appendices to New York State Civil Service Commission for their review and approval;

Plans, organizes, develops, directs and evaluates programs carried out by subordinate staff to assist in the administration of Civil Service law, rules and regulations where such programs include position classification, and consultations with civil divisions under Oneida County Civil Service jurisdiction;

Submits to the Commissioner such reports, data and information as may be required, or as may otherwise be appropriate from time to time, regarding civil service practices, policies and conditions within the County government and other local municipalities and civil divisions;

Assists the Commissioner in preparing and submitting the annual reports to New York State Civil Service Commission and to the Board of Legislators; and

May administer tests and review test scores for State and locally administered examinations and performance tests;

Attends conferences, seminars and meetings concerned with civil service related duties and activities, and to promote efficient public personnel administration.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of principles and practices of public personnel administration as mandated by New York State Civil Service law, rules and regulations; thorough knowledge of principles and practices of a merit system concept of position classification; thorough knowledge of management and organizational principles and practice; good knowledge of principles and practices of supervision; good knowledge of organizational structures, functions, operations, objectives and goals of a

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd):** department of Civil Service and its programs; ability to prepare detailed and/or complex correspondence to explain and to support civil service decisions, policies and recommendations; ability to supervise in a manner conducive to full performance and high morale; ability to analyze information gathered for the purpose of developing recommendations and/or making decisions; ability to make oral presentations concerning civil service plans and programs.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** four (4) years of experience in human resources or civil service administration, two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND** five (5) years of experience in human resources or civil service administration, two (2) years of which must have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree **AND** seven (7) years of experience in human resources or civil service administration, two (2) years of which must have been in a supervisory capacity.

**NOTE:** Clerical experience in support of human resources or civil service administration will not be acceptable for qualification.

Adopted: 11/13/2008 by Resolution # 415

Revised: 09/27/2013; 05/23/2016; 10/02/2017; 09/10/2018; 04/28/2021