

**DEPARTMENT:** HUMAN RESOURCES  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** 4/8/99

### PERSONNEL TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing various technical phases of personnel and Civil Service administration including position classification, recruitment, examinations and personnel transactions. Duties also include responsibility for assisting department personnel by performing research to aid in planning, implementing and evaluating personnel policies, functions and statutory responsibilities. Work is performed under the general supervision of the Director with leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. The incumbent is responsible for the supervision of a subordinate clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Prepares and analyses job classifications by reviewing job classification questionnaires, conducting position audits, and preparing job specifications for adoption by the Civil Service Commission;
2. Maintains the Civil Service classification plan;
3. Updates and amends the municipal Civil Service Rules and Appendices;
4. Explains the application of Civil Service Law, Rules and Regulations to department heads, employees, union members, etc.;
5. Acts as a consultant to and corresponds with State Officials, departments, and agencies within the jurisdiction of the Commission on matters regarding personnel and Civil Service Administration;
6. Monitors compliance to Civil Service Law and the municipal Civil Service Rules;
7. Assists in planning new methods and procedures for the more efficient operation of the Civil Service function;
8. Attends Civil Service Commission meetings and prepares required information and materials for Commission review;
9. Analyzes appeals for title changes and salary upgrades and submits findings and recommendations to the Commission;
10. Conducts research studies on a variety of personnel and Civil Service issues;
11. Oversees the maintenance of individual employment and position history roster files;
12. Maintains a variety of personnel records, prepares reports and correspondence related to the work;
13. When necessary, reviews applications for appointment and examination and makes recommendations to the Commission;
14. Reviews appointments, promotions, removals, transfers and other personnel actions for conformity and compliance with policy and legal requirements;
15. Researches data to aid in a variety of personnel operations including payroll certification and eligible list certification;
16. Assesses the need for examinations within the area of responsibility by determining the adequacy of existing eligible lists, recruitment, and turnover within the classification;
17. Analyzes the quality and quantity of recruitment results; if necessary revises job specification; adjusts announcements to reflect recruitment needs and legal requirements; researches legal requirements;
18. Oversees the scheduling, publicizing and administration of civil service examinations;
19. Assists in the administration of examinations, including the conduct of job analysis; the review of the appropriateness of examination scopes; and reconciling any problems;
20. May monitor examinations and score decentralized examinations;

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

Thorough knowledge of the principles, practices and techniques of personnel and Civil Service administration including job classification, recruitment and selection; good knowledge of the State Civil Service Law and municipal Rules and Regulations; good knowledge of proper practices, policies, procedures and techniques of public personnel administration; working knowledge of the organizations and functions of municipal government; ability to organize and maintain accurate personnel records and files; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both verbally and in writing; ability to analyze and solve complex problems; ability to gain the cooperation of others and project a professional image; ability to establish priorities; ability to maintain confidentiality; ability to plan and supervise the work of others; ability to maintain records and prepare reports; good judgment; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

## PERSONNEL TECHNICIAN CONTINUED

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND**

1. Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in business or public administration, personnel administration or human resource management, labor relations or related field; **OR**
2. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree and one year of experience involving technical personnel work\*; **OR**
3. Graduation from a regionally accredited or New York State registered approved college or university with an Associate's Degree and three years of the experience involving technical personnel work\*; **OR**
4. Five years of experience involving technical personnel work\*.

\*Technical personnel work is defined to mean and is limited to experience in two or more of the following areas: job classification and compensation; personnel recruitment, or career counseling or placement; fringe benefit administration and labor relations and contract administration; supervision of personnel records department; or Civil Service administration.

**NOTE:** Clerical experience in support of the above personnel functions will not be acceptable towards meeting the minimum qualifications.