

SENIOR CIVIL SERVICE TECHNICIAN

JOB CODE: 3115
DEPARTMENT: Tioga County Department of Personnel & Civil Service
CLASS: Competitive
SALARY: Management/Confidential
ADOPTED: 5/9/23 Reso. 208-23

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for administering various technical aspects of civil service administration. The work is performed under the general supervision of the Personnel Officer through reports and conferences for review of work and conformance with policies, procedures and law. A degree of leeway is allowed for the exercise of independent judgment in planning and carrying out assigned duties. . This classification differs from a Civil Service Technician in that it functions as a lead worker and serves as a trainer for new staff. May assign and review work to Civil Service staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates and administers all aspects of the Civil Service examination process which includes (but not limited to) determining the need for an exam, the type to be ordered, the qualifications for an exam, administration of decentralized examination process, scheduling room use and monitor coverage;
- Assists appointing authorities within County departments, schools, towns and villages in meeting the requirements of the Civil Service Law and Tioga County Rules for the classified Civil Service;
- Reviews and performs maintenance of roster cards, position control cards & personnel record files;
- Reviews candidate applications to verify eligibility for appointment and/or for taking competitive examinations;
- Prepares and maintains various records and reports on examinations, eligible lists, class specifications, resolutions, headcount, performance measurement, etc.;
- Authorizes and administers the certification process of an eligible list to an appointing authority;
- Participates in the development and maintenance of job classifications, including job evaluation, Reviews duties of proposed and existing positions to recommend classification to the Personnel Officer;
- Performs and examines payroll certification and roster record maintenance procedures in accordance with Civil Service Law;
- Examines and certifies payrolls for compliance with Civil Service Law;
- Compiles material and statistics for the annual Civil Service report in compliance with law;
- Answers correspondence and questions from employees and the general public pertaining to information and direction sought on the administration of the Civil Service Law, rules and regulations;
- Monitors examinations and oversees the scoring of decentralized tests and test administration;
- Maintains examination records, eligible lists and a variety of other records as necessary;
- Attends seminars and workshops and otherwise learns material pertaining to technical work involving public personnel administration;
- Performs or assists in the performance of a variety of other personnel duties,

2. Sr. Civil Service Technician

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of State Civil Service Law and Tioga County Civil Service Rules and procedures; good knowledge of methods and procedures of record maintenance and personnel transaction processing; good knowledge of office terminology, procedures and equipment; ability to interpret laws, rules, policies and procedures; ability to understand and explain technical Civil Service laws and procedures; ability to acquire familiarity with laws, regulations, policies and concepts related to personnel administration; ability to establish effective working relationships with county departments, school and municipalities; ability to communicate effectively, both in writing and orally; ability to handle inquiries from a variety of sources; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

OPEN-COMPETITIVE (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of full-time work experience or its part-time equivalent in personnel administration; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of full-time work experience or its part-time equivalent in personnel administration **OR**
- c. Graduation from high school or possession of a general equivalency diploma, and five (5) years of full-time work experience or its part-time equivalent in personnel administration; **OR**

PROMOTIONAL

Must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) in the Tioga County Personnel and Civil Service Department and must have served for twelve (12) months as a Civil Service Technician or twenty-four (24) months as a Civil Service Assistant.