

COORDINATOR OF EXAMINATIONS AND TRANSACTIONS

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for administration and supervision of two key functions of a county Personnel Department: the examination program (including Department of Civil Service scheduled examination program, decentralized examination program, and application review), as well as personnel transactions processing for all non-County agencies under Personnel Department jurisdiction. Work requires interpretation and implementation of personnel and civil service practices and policies. Support services are provided to non-County agencies relative to the application and implementation of New York State Civil Service Law, rules and regulations, County Rules, and Personnel policies and practices. Work is performed under general supervision of higher level administrators, with leeway allowed for the exercise of independent judgment. Supervision is exercised over subordinate clerical and/or technical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews qualifications of applicants against job specification requirements for admission to examinations or appointment to local jurisdictions' positions, including overseeing communication with candidates for additional information or documentation when needed;

Reviews examination scopes against job specifications to ensure their appropriateness to job requirements, consulting with local jurisdictions and county departments;

Works with Personnel Officer and staff to adjust and correct job specifications in accordance with local needs;

Reviews and analyzes eligible lists in terms of sufficiency to fill vacancies, and when appropriate prepares documentation to request new examinations;

Oversees the establishment and certification of eligible lists and all supportive documentation in accordance with Civil Service Law and County Rules;

Schedules examinations, schedules testing sites, and plans for logistics of the testing sites;

Supervises test administration and test score review process for locally administered examinations and performance tests;

Consults and advises local officials or their representatives on the application, interpretation and implementation of New York State Civil Service Law, rules and regulations, and County Rules, to ensure correct and consistent application and compliance;

Reviews, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents in accordance with the requirements of New York State Civil Service Law, rules and regulations, and County Rules;

Monitors and ensures the accuracy of information in records such as appointments, terminations, separations, eligible lists, etc.;

Ensures effective working relationships between the Personnel Department and local officials, their administrative representatives, union representatives, etc.;

Responds to, or delegates response to, inquiries and requests for information from a elected or appointed officials, employees, candidates for appointment or examination, etc.;

Conducts studies, compiles information, prepares reports, and handles confidential matters for the Personnel Officer, as requested;

Trains and supervises clerical and/or technical support staff;

COORDINATOR OF EXAMINATIONS AND TRANSACTIONS (cont'd)

Uses computer application software such as word processing, spreadsheets, calendars, e-mail, database, and testing software provided by the New York State Department of Civil Service in performing work assignments;

May perform internal compensation analyses and external salary surveys to aid in the proper compensation and allocation of classifications and ensure internal organizational comparability and competitive allocation of classifications;

Performs a variety of relative activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public personnel administration; thorough knowledge of the provisions of the New York State Civil Service Law, rules and regulations, and County Rules; good knowledge of techniques used in examination administration and processing of civil service appointments, promotions, terminations, etc.; ability to plan, schedule and organize work efficiently and effectively; ability to research, analyze and assess local agency requests; ability to develop and maintain effective working relationships with local officials, management and administrative level staff, union representatives, etc.; ability to ascertain, organize and analyze facts, make valid comparisons and draw logical conclusions; ability to identify and resolve personnel problems; ability to delegate administrative tasks effectively; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials; ability to effectively use computer applications such as word processing, spreadsheets, calendars, e-mail, database, and testing software provided by the New York State Department of Civil Service; initiative, creativity, tact, integrity; sound professional judgment; courtesy; neat personal appearance; positive customer service approach.

MINIMUM QUALIFICATIONS:

- a) Bachelors Degree and six (6) years of professional personnel/human resource experience, which must have included two (2) years of experience in administration of one (1) or more of the following areas: job classification, recruitment, civil service examinations, or civil service appointment processing; or
- b) Associates Degree and eight (8) years of professional personnel/human resource experience as described in a) above; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTES:

1. Completion of thirty (30) credits towards a Masters Degree in public, business, or human resource administration, or closely related field, may be substituted for one (1) year of the above stated experience.
2. Completion of an internship in Public Administration in an area of human resources may be substituted for an equivalent amount of the required experience, as long as experience includes a minimum of three (3) years of the above-described experience.

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

SPECIAL REQUIREMENT: Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.