

DEPARTMENT: Human Resources  
CLASSIFICATION: Non-competitive  
APPROVED: MAY 18, 2000

### PERSONNEL OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** This is a statutory public officer position which has all the power and authority of a municipal Civil Service Commission. The incumbent is charged by law to administer the provisions of the New York State Civil Service Law and the local Rules for the county and all civil divisions under this jurisdiction including cities, towns, villages, school districts and special districts. The incumbent serves autonomously within the Niagara County Human Resources Department and is responsible for planning, creating, implementing and directing all Civil Service policies and procedures in accordance with County, State and Federal requirements. Provides overall policy direction to civil service support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Establishes and maintains a comprehensive classification plan which involves the classification of positions and the preparation of job specifications;
2. Establishes and administers a recruitment and examination program;
3. Maintains personnel and position control records for classified positions;
4. Reviews and certifies payrolls for classified positions in municipalities under the jurisdiction of Niagara County Civil Service;
5. Evaluates departmental organization, function, and duties in order to determine the appropriate position classification in all civil divisions;
6. Interprets and applies Civil Service Law in the formulation of personnel policies and procedures;
7. Directs assigned personnel in the day-to-day accomplishment of the Civil Service function and its activities;
8. Provides counsel and advice to the Legislature, Legislative committees, department heads, municipalities and school districts on a variety of employee/employer related issues;
9. Represents the County on Civil Service matters to the public, officials and professional groups;
10. Evaluates appeals from employees and/or appointing authorities regarding qualifications and classifications;
11. Administers the procedures of disciplinary actions and serves in an appellate capacity for disciplinary actions in accordance with Section 75 of the Civil Service Law;
12. Prepares and submits periodic County and State reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of the State Civil Service Law and local Rules and Regulations; thorough knowledge of Niagara County government organization; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both orally and in writing; ability to delegate and direct the activities of several employees; ability to establish and maintain an effective working relationship with employees at various levels of government and with the public; professional and personal integrity; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**NOTE:** Appointments to the title of Personnel Officer are for a term of six years, pursuant to State of New York Civil Service Law.

Non-competitive classification approved by State CSC 03/28/2002