

**ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION**

TITLE: DIRECTOR OF CIVIL SERVICE **GRADE:** 24
TITLE ABBREVIATION: DIR OF CIV SERVICE **TITLE NO.:** 6320
JURIS.CL: C **SALARY CODE:** 03 **UNIT:** M **EEO CODE** OA **FLSA CODE :** AD
DEPARTMENT: HUMAN RESOURCES

NATURE OF THE WORK: The Director of Civil Service has responsibility for the administration and management of activities performed within the Examination and Administrative Services Division of the Department of Human Resources. The Director assists the Commissioner in the development of solutions and policies that apply to the Civil Service Examination program. The position requires a high level of expertise in the technical phases of civil service administration and a thorough knowledge of New York State Civil Service Law and the Rules for Administration of the Civil Service Law in the County of Orange.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive class of the classified service. The Director of Civil Service has responsibility for providing technical and administrative advice on all aspects of the civil Service examination program.

General direction is exercised over this position by the Commissioner of Human Resources through informal discussions and meetings on the progress of various projects and assignments. The Director of Civil Service has wide latitude for use of independent judgement in determining appropriate courses of action within areas of responsibility. General supervision is exercised over support personnel in the Civil Service division.

TYPICAL DUTIES AND TASKS:

Administers the Civil Service examination program for county, towns, villages, School Districts and special districts, including the supervision of ordering examinations, preparation and distribution of examination announcements and approval of applications:

- Plans, organizes and directs the work activities of the division, including formulation and implementation of policies and procedures;
- Supervises the establishment of eligible lists and official rosters of candidates; notifies candidates of placement on list;

- Supervises the issuing of Certification of Eligibles to appointing officers and reviews certifications for selection in accordance with civil service regulations;
- Provides assistance to Department Heads, Town or Village officials and school districts regarding the examination process and other civil service matters;

Reviews and approves or disapproves municipal personnel actions:

- Resolves issues including, but not limited to, reinstatements, illegal appointments, disqualifications and transfers;
- Oversees the maintenance of records of employee information and official personnel files for municipalities;

Directs and participates in certification of Towns, Villages, School Districts and Special Districts payrolls according to NYS Civil Service Law;

Oversees the administration of the physical fitness testing program for police officer and deputy sheriff candidates in accordance with the standards set forth by the Municipal Police Training Council;

Attends job fairs on behalf of the Department of Human Resources advising the public of employment opportunities with the County of Orange;

Oversees the recruitment and staffing of the pool of test monitors who assist with the conduct of civil service examinations;

Assists the Commissioner of Human Resources:

- Handles correspondence received regarding the civil service examination program;
- Conducts complete investigations and takes necessary action to resolve, or provides justification for the department's action;
- Has responsibility for coordination with the Municipal Service Division involving issues regarding the civil service examination program;
- Attends meetings with or on behalf of the Commissioner of Human Resources that concern the examination program and other related Civil Service matters;

Represents the department in grand jury proceedings, arbitrations and media responses to Civil Service issues;

Assists in preparation of annual budget and report; compiles and submits other reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Civil Service Law and County Rules; thorough knowledge of examination procedures, the issuance and maintenance of eligible lists and related materials; good knowledge of budgeting and record automation; ability to plan, direct and supervise the work of the division; ability to recognize personnel and operational problems and initiate corrective actions; ability to develop standard operating procedures; ability to establish and maintain effective working relationships; tact; diplomacy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and three (3) years experience in the personnel field which shall have included one (1) year of supervisory responsibilities; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and five (5) years of experience in the personnel field which shall have included one (1) year of supervisory responsibilities; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.