

DEPUTY TOWN PERSONNEL OFFICER

Department: Civil Service
Classification: Non-Competitive
Specification Number: 3010
Approved: 11/26/19
Revised: 09/16/21 by JG

Minimum Qualifications

Either:

a) Graduation from a college or university with federally authorized accreditation or registration by New York State with a Bachelor's Degree in Human Resources Management, Industrial and Labor Relations, Public Administration, Business Management, Social Sciences, Education or a related field AND one year of full-time paid Human Resources experience in a government agency or three years of full-time paid Human Resources experience in a non-governmental agency, which must include responsibility for recruitment, selection and benefit administration. OR

b) Graduation from a college or university with federally authorized accreditation or registration by NY State with an Associate's Degree in Human Resources Management, Industrial and Labor Relations, Public Administration, Business Management, Social Sciences, Education or a related field AND three years of full-time paid Human Resources experience in a government agency or five years of full-time paid Human Resources experience in a non-governmental agency, which must include responsibility for recruitment, selection and benefit administration.

SPECIAL REQUIREMENT: This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers Law, the holder of this position must be a United States citizen and a resident of the Town of Babylon.

DISTINGUISHING FEATURES OF THE CLASS

The Deputy Personnel Officer is responsible for assisting the Town Personnel Officer in administering the provisions of the New York State Civil Service Law and for providing assistance with civil service oversight over all Town Departments, including maintenance of a roster of all employees and all of their associated personnel files. The incumbent in this title is required to: assist in performing position classification and reclassification; recruitment of candidates for examinations and employment; maintenance of eligible lists and the administration of the examination program. The Deputy Personnel Officer may assist with the Town's diversity and inclusion initiatives, the administration of the Town's benefit programs and may provide orientation to new employees and training to current employees to maintain a highly functioning workforce. Work is performed under the general administrative direction of the Town Personnel Officer.

TYPICAL WORK ACTIVITIES

Assists in providing administrative oversight over the mandated civil service functions for the Town of Babylon.

Assists in the administration of all provisions of the New York State Civil Service Law for the Town.

Assists in the interpretation and application of the Civil Service Law in the formulation of policy and procedure.

Assists in the establishing of and administering a comprehensive classification plan to insure that all employees of the Town are properly classified in the correct titles.

Assists in the establishing of and administering a civil service compliant recruitment and testing program.

Assists in the administration and coordination of the employee benefit programs.

Assists employees in solving a wide variety of employee-employer problems.

Maintains a good relationship with other Town agencies and groups and may represent the Personnel Officer on personnel matters with the public, those agencies and groups.

Interprets Federal laws, the New York State Civil Service Law, the Civil Service Rules and applicable employee contract language to apply it to personnel procedures.

May assess the need for examinations by evaluating the adequacy of existing eligible lists and position turnover.

May review employment applications to ensure compliance with qualifications.

Provides reports as required to the Town Personnel Officer and the State Civil Service Department.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of New York State Civil Service Law, Rules and Town Operations; good knowledge of the principles and practices of personnel administration; good knowledge of classification, examination administration and recruitment; skill in the operation of office equipment, computer hardware and software; ability to independently analyze and resolve complex problems; ability to understand, interpret and carry out complex oral and written instructions; ability to communicate effectively orally and in writing; ability to project and maintain a professional image and gain the cooperation of others; ability to prepare a variety of detailed reports; ability to maintain confidentiality, tact, courtesy and good judgment at all times; ability to maintain a physical and mental condition that shall be commensurate with the demands of the position.