

# TOWN PERSONNEL OFFICER

**Department: Civil Service**

**Classification: Non-Competitive**

**Specification Number: 3000**

**Approved: 10/28/19**

**Revised: 9/16/21 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 three years of full-time paid Human Resources experience in a government agency including one year of supervisory experience 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 and one year of supervisory experience. 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 five years of full-time paid Human Resources experience in a government agency including one year of supervisory experience or seven years of full-time paid Human Resources experience in a non-governmental agency, which must include responsibility for recruitment, selection and benefit administration and one year of supervisory experience.

**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.

**NOTE:** In accordance with New York State Civil Service Law, Section 15, subsection 1 (b) and the Town of Babylon Code, the Town Personnel Officer shall be appointed by the Town Supervisor subject to confirmation by the Town Board for a term of six years.

## **DISTINGUISHING FEATURES OF THE CLASS**

The Personnel Officer possesses the same power, rights and responsibilities as that of a Municipal Civil Service Commission. She or He is responsible for administering the provisions of the New York State Civil Service Law and for providing 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: perform position classification and reclassification; recruit candidates for examinations and employment; maintain eligible lists and administer examinations. The Personnel Officer will oversee the Town's diversity and inclusion initiatives, oversight the administration of the Town's benefit programs and 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 Supervisor in accordance with the broadly stated policies and objectives of the Babylon Town Board. Administrative supervision is exercised over the work of all Department employees.

**TYPICAL WORK ACTIVITIES:**

Provides administrative oversight over the mandated civil service functions for the Town of Babylon.

Administers all provisions of the New York State Civil Service Law for the Town.

Interprets and applies the Civil Service Law in the formulation of policy and procedure.

Establishes and administers a comprehensive classification plan.

Establishes and administers a civil service compliant recruitment and testing program.

Administers and coordinates 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 in order to represent the Town 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.

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

Reviews employment applications to ensure compliance with qualifications.

Provides a variety of reports as required to the Town Supervisor.

Serves as the Human Resources Representative to the Town's Workforce Diversity, Inclusion and Affirmative Action efforts.

Provides information to Department Heads, employees and the public regarding Civil Service Law, the process and the Rules.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State Civil Service Law, Rules and Town Operations; thorough knowledge of the principles and practices of personnel administration; thorough 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 plan and supervise the work of others; 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.