

SECRETARY TO THE CIVIL SERVICE COMMISSION

DISTINGUISHING FEATURES OF THE CLASS:

This position has the responsibility to perform various duties relative to the administration of Civil Service Law and Rules under the direction of the City Civil Service Commission. The incumbent exercises considerable judgment in carrying out day-to-day civil service office operations and executing policies of the Commission. The incumbent maintains employee personnel records and advises department heads and employees on civil service matters. Does related work as required.

TYPICAL WORK ACTIVITIES:

Confers with and informs appointing officers, employees, candidates and the general public regarding the interpretation and administration of Civil Service Law, Rules, policies and procedures;

Develops and maintains office policies and procedures;

Prepares a variety of reports and recommendations concerning personnel actions and transactions;

Develops and maintains centralized personnel files, in addition to Civil Service files for City employees;

Conducts recruitment programs and distributes job postings;

Advises department heads on Civil Service matters;

Keeps current on the latest developments in the Civil Service field, maintains contact with State, Federal and municipal agencies;

Reviews transfers, appointments, removals and other personnel transactions for conformance to rules, regulations and policies;

Receives and reviews candidate applications for civil service positions and recommends actions to the Civil Service Commission;

Oversees the preparation and maintenance of eligible lists and certifies eligibles for appointment;

Attends all Commission meetings, prepares agenda, prepares official Commission meeting minutes and implements actions as approved and authorized by the Commission;

Certifies payrolls submitted from agencies under the Commission's jurisdiction and follows-up on identified problems;

Reviews new and existing positions, makes classification recommendations to the Commission and prepares rules resolutions to amend the Civil Service Rules;

Prepares position specifications from data obtained by questionnaire;

Composes and handles all correspondence including notifications to department heads and employees of Commission actions and other interested parties;

Maintains all civil service records including roster cards and examination papers;

Advises Commission regarding current problems and progress of overall Civil Service programs;

Prepares examination announcements, newspaper advertising and publicity; schedules and administers examinations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Civil Service Law and Rules;

Good knowledge of the organization and structure of municipal government;

Working knowledge of the City Charter, local laws and ordinances;

Working knowledge of position classification practices and procedures;

Ability to interpret civil service law and rules;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to follow oral and written instructions;

Ability to prepare and maintain records and reports;

Ability to establish good working relationships with others;

Ability to resolve civil service operational problems;

Good judgement;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

This position is in the exempt class. The minimum qualifications are to be determined by the appointing authority at the time of appointment.