

ASSISTANT DIRECTOR OF RECRUITMENT AND SELECTION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Recruitment and Selection, an incumbent of this class supervises the daily operation of an assigned Unit in the Recruitment and Selection Division of the Department of Human Resources. Work involves the implementation of policies and procedures consistent with New York State Civil Service Law, Equal Employment Opportunity and Affirmative Action laws and related laws, regulations, rules and contractual agreements. Assignments involve the planning, request, announcement and administration of promotional and open competitive exams for County and local titles; and the establishment and certification of civil service lists. Additionally, an incumbent may be involved in the coordination of various recruitment programs. Substantial contact occurs with appointing authorities and other units within and outside of the department for the purpose of providing technical advice and assistance to further the objectives of recruitment and selection. Supervision is exercised over a number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the identification of required examinations based on provisionals and expiring civil service lists; and participates in the analysis and implementation of appropriate strategies for requesting, scheduling and announcing examinations;

Supervises the selection process of qualified candidates as prescribed by the New York State Civil Service Law, including the identification of appropriate promotional fields and the review of applicant qualifications;

Supervises the daily operations of the list establishment and certification section of the department, including the establishment, certification and audit of eligible lists and the maintenance of all records and files (automated and manual);

Supervises the administration of written examinations, performance tests (including oral, automated, data entry, medical, agility) and the grading thereof;

Coordinates the establishment of appropriate scopes of examinations with New York State municipal representatives and Human Resource Specialists;

Coordinates activities with other units within the department to ensure the effective integration of this function with all departmental programs;

Ensures the appropriate scheduling and distribution of all exam announcements and the posting of promotional opportunities;

Responds to applicant complaints/appeals, special requests and freedom of information requests;

Supervises the review of the background and qualifications of prospective candidates to ensure their merit and fitness;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd):

Supervises, evaluates and trains subordinate personnel to ensure they maintain satisfactory skills and abilities to attain expected performance levels;

Ensures the maintenance of appropriate automated reports and manual files, and the archiving thereof in accordance with records retention requirements;

Gathers and compiles data and prepares appropriate narratives to respond to inquiries or satisfy reporting requirements;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public sector employee recruitment and selection; good knowledge of the legal requirements of merit system selection in New York State; good knowledge of the principles, practices and techniques and legal requirements of developing, administering and evaluating employment candidate qualifications; working knowledge of the principles and practices of job analysis as they relate to the development of appropriate examination rubrics and minimum qualifications; working knowledge of the principles and practices of public administration as they apply to the direction of a public employee recruitment and selection program; ability to plan, supervise and evaluate the work of assigned professional and clerical staff; ability to analyze problems, identify critical factors and to formulate realistic solutions; ability to develop necessary guidelines, processes and procedures and to effectively integrate program changes with ongoing operations; ability to develop and support recommendations both orally and in writing; ability to establish and maintain effective working relations with professional personnel, elected officials, supporting staff and the general public; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; integrity; initiative; tact; imagination; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of professional public human resources experience, two years of which must have been experience in which the primary function of the position was the recruitment and selection of employees, including examination administration.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in Public Administration, Human Resources Management or closely related field, may be substituted on a year for year basis for up to two years of the above stated general experience. Satisfactory completion of an internship in Public Administration may be substituted for an equivalent amount of the above stated general experience. There is no substitution for the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: E0381
Job Group: XII