

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 1436122**

<b>Human Resources Specialist 1 (Staffing), Grade 18</b>	<b>1436122</b>
<b>Human Resources Specialist 2 (Staffing), Grade 23</b>	<b>1436222</b>
<b>Human Resource Specialist 4 (Staffing), M-2</b>	<b>1436532</b>
<b>Manager Staffing Services, M-4</b>	<b>1438630</b>
<b>Assistant Director Staffing Services, M-5</b>	<b>1406000</b>
<b>Director Division Staffing Services, M-6</b>	<b>1479700</b>

Brief Description of Class Series

Positions in this series administer the employee selection process by planning and administering examinations; and advising agencies, employees, and others on various issues related to eligible lists, appointments, status, redeployment, and reduction in force.

These positions exist only in the Department of Civil Service, the State's central human resources agency, in the Division of Staffing Services.

Distinguishing Characteristics

*Human Resources Specialist 1 (Staffing)*: full performance; plans examinations; arranges and administers oral and performance tests; develops and applies training and experience rating scales; resolves unusual appointment transactions; and advises agencies on various merit system issues. Work assignments at this level usually entail standard procedures, processes, and guidelines; and issues for which substantial reference material and precedent are available.

*Human Resources Specialist 2 (Staffing)*: first supervisory level; deals with issues where reference material may be limited, and precedents are few or absent. They are also concerned with the higher classes of positions in the agencies which their unit services.

*Human Resources Specialist 4 (Staffing)*: second supervisory level; oversees several units headed by Human Resources Specialists 2 (Staffing) and other support positions.

*Manager Staffing Services*: manages a section composed of multiple units overseen by Human Resources Specialists 4 (Staffing) with responsibility for providing services to agencies in planning and administering examinations, certifying eligible lists,

overseeing the legality of appointments, and advising agencies and others on various merit system issues.

*Assistant Director Staffing Services:* Under general direction of the Director, Division of Staffing Services, the incumbent has broad oversight responsibility for several major Staffing programs and units.

*Director Division Staffing Services:* under executive direction, oversees the division responsible for assisting agencies with staffing, specifically providing merit system guidance, examination planning, personnel recruitment, eligible list establishment, and strategies to diversify the workforce.

### Related Classes

Human Resources Specialist is a generalist series and incumbents perform various human resources activities, such as classification, recruitment, placement and provision of employee services, in an agency.

Human Resources Specialists in Attendance & Leave, Benefits, Classification & Compensation, Municipal Assistance, and Testing parenthetics in the Department of Civil Service, the State's lead human resources agency, provide services to municipalities and State agencies in administering merit system activities and employee benefits activities.

Human Resources Specialist (Labor Relations) administers the employee and labor relations activities for a State agency.

### Illustrative Tasks

#### *Human Resources Specialist 1 (Staffing)*

Plans written examinations for assigned titles and agencies.

- Consults with agencies and reviews internal resources to determine the need for and type of examinations; and acts to develop examinations.
- Meets with agency representatives and Department staff to discuss minimum qualifications, and scope and date of examinations.
- Drafts tentative examination announcements based on information gathered from agencies and internal sources; obtains feedback and resolves concerns from stakeholders; and issues final announcements.

- Reviews examination applications against examination announcements and determines if applicants meet minimum qualifications and records determination on applications.
- Recommends test pass points, based on number and geographical distribution of vacancies, to ensure adequate eligible lists.

Schedules and administers oral and performance tests.

- Enlists subject matter experts to serve as oral test examiners and ensures that necessary financial, travel, and lodging arrangements are made for them.
- Notifies candidates of the logistics of tests.
- Writes questions and edits those submitted by examiners, to be asked of candidates.
- Briefs examiners on the legal, technical, and procedural aspects of oral examinations, in conformance with Civil Service Law and Department policies.
- Summarizes examiners' comments as requested by candidates; and drafts appeal memoranda addressing candidates' allegations for the Civil Service Commission.
- Monitors tests to ensure that candidates are exposed to the same standard, material, and format; and those examiners are adequately recording comments on candidates' performance to support their score.
- Mediates discussions among examiners when substantive differences exist in a candidate's evaluation.
- May serve as an oral test examiner.

Administers unassembled examinations requiring an evaluation of candidates' training and experience.

- Prepares training and experience evaluation rating scales based on minimum qualifications, agency comments, and job content.
- Rates candidate applications against standards in the rating scale.
- Corresponds with candidates to clarify ambiguous statements, request additional information, or on other matters connected with an examination.

May plan and conduct job analysis to facilitate examinations.

- Determines need for and extent of job analysis based on available staff, time limitations, accessibility of information on job, number of agencies where positions exist, and expected candidate population.
- Selects method of gathering data such as survey, questionnaire, interview in accordance with the characteristics of the jobs.
- Gathers task data from agencies, analyzes information to determine minimum qualifications and critical knowledge, skills, and abilities in conjunction with representatives of the Testing Services Division and Division of Classification and Compensation.

Supervises, coordinates, and audits examinations decentralized to agencies.

- Trains agency staff in properly announcing and conducting examinations.
- Reviews tentative announcements and examination plans submitted by agencies and makes appropriate determinations.
- Upon completion of decentralized examinations, audits examination materials forwarded by agencies.

Provides technical assistance to State agencies on staffing, and appointment transactions and procedures.

- Reviews unusual appointment and payroll transactions and makes appropriate determinations. Takes appropriate action to terminate illegal appointments.
- Gathers employee history data for requests for reinstatement, extension of leave of absence, retroactive appointment, and reemployment of retirees. Prepares recommendations to the Civil Service Commission.
- Advises agencies in layoff matters, use of preferred lists, and transfer privileges of affected employees.
- Determines the appropriateness of using an eligible list for one title for filling a position in a different title by comparing minimum qualifications, selection device, and content; and consults with other staff in the Department.

Assists in the development of policy, and maintenance of reporting and control systems.

- Gathers information and recommends policy changes; and helps maintain consistency in policy application and program standards.
- Identifies procedural or policy problems and prepares clarifying memoranda for distribution.

### *Human Resources Specialist 2 (Staffing)*

In addition to the duties listed for Human Resources Specialists 1 (Staffing), an incumbent:

Schedules and assigns work to staff based on priorities set by the unit supervisor.

- Provides subordinates with information, guidance, and feedback on performance.
- Checks work of subordinate while it is in progress for compliance with instructions and schedules.
- Sets performance expectations and evaluates staff's performance.
- Informs staff of new assignments, and policies and procedures; and resolves work process issues.

### *Human Resources Specialist 4 (Staffing)*

Plans and schedules examinations and provisional employee control activities for units overseen.

- Directs the development of examinations plans for assigned agencies and occupational groups.
- Conducts conferences to resolve controversial issues involving type and kind of examinations.
- Approves agency applications for scheduling of examinations.
- Controls the delegation of examination functions to agencies; supervises, coordinates, and audits decentralized examinations.
- Advises staff on examination techniques and procedures, including job analysis. Reviews job analysis activities for conformance with Division and Department guidelines and goals.
- Directs the briefing of oral test panels and the observation of the conduct of oral tests. May serve as an oral test examiner.
- Plans and directs studies to assess staffing needs of agencies. Keeps abreast of changes in the organization and programs of assigned agencies and in occupational classes and groups.
- Drafts or edits staffs responses to candidates appeals of oral test results, or of action taken on candidates' applications.

Based on internal information and input received from agencies, establishes long- and short-range goals and objectives; and monitors progress toward achieving them.

- Sets priorities for scheduling work based on agency needs and on staff resources.
- Monitors timeliness and effectiveness of staffs completion of assigned work. Reassigns or reschedules work as required.
- Analyzes work processes in the units to identify problems and makes changes to improve efficiency.

Guides assigned units in their dealings with agencies in matters relating to staffing, and appointment transactions and procedures.

- Reviews recruitment plans and the selection process to ensure a sufficient and diverse field of candidates, in accordance with legal and program guidelines.
- Makes recommendations to agencies and the Civil Service Commission concerning jurisdictional classification of positions.
- Advises agencies on layoff matters, use of preferred lists, and transferability of affected employees.
- Reviews recommendations to the Civil Service Commission on requests for reinstatement of employees, retroactive appointments, and reemployment of retirees.

Advises agencies on Department policies and procedures related to developing promotion plans and career ladders.

- Makes determinations concerning appropriateness of eligible lists for one title for filling positions in a different title.
- Explains Civil Service Law, policy, and practices to agency officials; and advises them in resolving complex appointment issues.
- Establishes and maintains system for monitoring provisional appointments.
- Drafts and edits written products for the Civil Service Commission, Department management, governmental officials, and the public.
- Scrutinizes plans and actions to avoid discrimination or abridgement of rights to employment and promotion opportunities.

- Develops or directs the development of rating scales for evaluation of candidates training and experience.
- Reviews distribution memorandum for completeness and recommends pass points, considering agency needs, quality of test, and pool of candidates.

### *Manager Staffing Services*

Manages all section activities and staff, directing and coordinating the flow of work.

- Develops and maintains effective working relationships with agencies, Department staff, and entities such as the Personnel Council.
- Advises internal and external clients on the tools in the Civil Service Law to accomplish the realignment of the workforce through consolidation, merger, or transfer of function.
- Participates with Division leadership on development, recommendation, and formulation of policy and the day-to-day management of the Division.
- Oversees the development, enhancement, and maintenance of the Divisions automated systems.
- Develops periodic updates and program highlights for use by executive staff in the development of communications to the Executive Chamber.
- Monitors unit's expenditures and prepares budget request for Section.

Represents the Department and Division on high profile workforce assignments involving client agencies, Division of the Budget, Governor's Office of Employee Relations, and the Executive Chamber; and at meetings, conferences, seminars, and other events related to the Departments mission.

Drafts proposed legislation and recommends rule changes to improve the staffing program. Drafts and analyzes comments on legislation impacting the Departments merit system activities.

### *Assistant Director Staffing Services*

Manages day to day operations of assigned sections in the Division including policy and program administration and development.

Provides advice and technical guidance to State agencies when restructuring due to transformative initiatives.

Leads or participates in agency or enterprise-wide projects and successfully implement changes to Agency/Division business processes.

Ensures agencies have a qualified and diverse pool of candidates from which to select when making hiring decisions.

### *Director Division Staffing Services*

Develops, recommends, and formulates policy, and directs the day-to-day management of the Staffing Services Division.

Ensures that all Division determinations meet statutory provisions of Civil Service Law and are consistent with State policy and sound HR management principles.

Meets with agency heads and their representatives, employee groups, and union officials to explain Division policy and objectives and discuss particular staffing issues.

Provides advice and assistance to the Commissioner and Executive Deputy Commissioner on merit system issues; and advises and assists the Office of Employee Relations with collective negotiations and contract administration.

Represents the Department and Division on high profile workforce assignments involving client agencies, Division of the Budget, Governor's Office of Employee Relations, and the Executive Chamber, at meetings, conferences, seminars, and other events related to the Department's mission.

### Minimum Qualifications

#### *Human Resources Specialist 1 (Staffing)*

Open Competitive: Bachelor's degree and satisfactory completion of a two-year traineeship.

#### *Human Resources Specialist 2 (Staffing)*

Promotion: One year of permanent service as a Human Resources Specialist 1 in the Staffing or Attendance & Leave parenthesis.

#### *Human Resources Specialist 4 (Staffing)*

Promotion: One year of permanent service as a Human Resources Specialist 2 in the Staffing, Appointments, or Attendance & Leave parenthesis.



*Manager Staffing Services*

Promotion: One year of permanent service as a Human Resources Specialist 4 (Staffing).

*Assistant Director Staffing Services*

Promotion: One year of permanent service as a Manager Staffing Services.

*Director Division Staffing Services*

Promotion: One year of permanent service as an Assistant Director Staffing Services.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 9/23

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