

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

Classification Standard

**Occ. Code 2402100**

<b>Local Government Specialist 1, Grade 18</b>	<b>2402100</b>
<b>Local Government Specialist 2, Grade 23</b>	<b>2402200</b>
<b>Local Government Specialist 3, Grade 27</b>	<b>2402300</b>

Brief Description of Class Series

Local Government Specialists are professionals responsible for providing education, training, and technical and project development assistance to local municipal officials on a variety of local government matters, including land use planning and zoning; administration and management; local government efficiency; shared services and consolidations; and community and economic development. Incumbents research, analyze, propose and implement resolutions to programmatic and public policy issues that affect local governments in New York State.

These positions are classified only at the Department of State.

Distinguishing Characteristics

*Local Government Specialist 1:* performance level; under the general direction of a Local Government Specialist 2, independently develops and executes projects requiring research, analysis, public outreach and policy development; liaises with localities on a full range of local government issues related to land use planning and regulation, finance, cost-efficiency, efficient management, planning and inter-municipal cooperation; develops and delivers training courses; manages projects and administers contracts for locally-supported activities approved through Department of State grants.

*Local Government Specialist 2:* first level supervisor; under the general direction of a Local Government Specialist 3, supervises Local Government Specialists 1.

*Local Government Specialist 3:* managerial level; under the general direction of higher level staff, manages and directs the operations of Division programs or units headed by Local Government Specialists 2. The positions coordinate work with other units, agency programs, and counsel's office; and coordinates training and special initiatives with county, regional, and statewide organizations.

## Related Classes

Economic Development Program Specialists apply business knowledge, training and experience to provide a wide range of professional and management level economic development services for the promotion of business, tourism and international trade in New York State. Incumbents provide technical advice and problem-solving assistance to economic development organizations and businesses by conducting business-to-business marketing programs, and promoting and publicizing the business and economic development services of the Department.

Coastal Resources Specialists manage planning and construction projects undertaken by waterfront communities and local organizations to advance economic development and protect natural resources. They provide technical assistance to local governments, State and federal agencies, and review projects and activities by federal and State agencies for consistency with the State's Coastal Management Program.

Revitalization Specialists assist communities across the State with planning, managing and accessing resources to support revitalization of Brownfield Opportunity Area projects. The positions provide outreach, education, technical assistance and advice to communities seeking to develop areas for reclamation because of ecological deterioration or pollution.

## Illustrative Duties

### *Local Government Specialist 1*

- Advises stakeholders, local and regional partner agencies on integrating efficiency and cost-savings measures into agency decision-making, staffing and funding programs.
- Develops collaborative relationship within New York to address existing municipal service that may realize a cost savings or efficiency benefit to restructuring or inter-municipal cooperation.
- Identifies and build constituencies to participate in and support new and emerging efficiency policies and governance structures.
- Develops contracts for awardees and manages executed contracts; ensures that all contract requirements are met and objectives are achieved; evaluates progress and integrates adaptive management principles to incorporate new information, trends, issues and challenges that may arise.

- Develops and delivers courses on a variety of land use and local government issues.
- Develops reports, briefings, speeches, presentations and other documents.
- Develops training materials and technical publications, and serves as instructor for these materials.
- Assists local officials in identifying and analyzing community development problems, and in developing solutions.
- Provides technical, quasi-legal and public relations advice and assistance.
- Prepares responses to agency management inquiries on community planning and land use regulations, and local government issues.

#### *Local Government Specialist 2*

- Performs the duties and responsibilities of a Local Government Specialist 1.
- Leads multi-agency technical work groups to develop and implement efficiency performance measures that report on the progress of the State's programs and its stakeholder.
- Drafts and analyzes legislative and budget proposals.
- Prepares policies, procedures, guidelines, standards and other criteria to implement the program.
- Facilitates inter-jurisdictional participation and collaboration to identify and address issues that transcend political and other boundaries, including and state and federal officials, academia, and advocacy groups.
- Performs the full range of supervisory responsibilities such as evaluating staff performance to meet organization goals and objectives, and time and attendance.

#### *Local Government Specialist 3*

- Performs the duties of a Local Government Specialist 2.
- Advises Department of State Executives on local government management issues, and recommends policy changes.

- Performs the full range of administrative supervisory responsibilities.

### Minimum Qualifications

#### *Local Government Specialist 1*

Open Competitive: bachelor's degree and two years of specialized experience\*.

#### *Local Government Specialist 2*

Promotion: one year of competitive service as a Local Government Specialist 1.

Open Competitive: bachelor's degree and three years of specialized experience\*.

#### *Local Government Specialist 3*

Promotion: one year of competitive service as a Local Government Specialist 2.

Substitutions:

Education: four years of specialized experience\*; OR associate's degree and two years of specialized experience\*.

Experience: J.D. or master's degree may substitute for one year of specialized experience\*; Ph.D. may substitute for two years of specialized experience\*.

\*Specialized Experience: Experience in developing and analyzing policy, developing strategies, and implementing programs dealing with local government issues related to land use and comprehensive planning, service delivery, economic development or finance at a state or local level.

**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 of the work that might be appropriately performed by a class. The minimum qualifications above are those that were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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