

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

Classification Standard

Occ. Code 2802110

Commission Operations Analyst 1 (Civil Service), Grade 18	2802110
Commission Operations Analyst 2 (Civil Service), Grade 23	2802210
Commission Operations Analyst 3 (Civil Service), M-2	2802310
Manager Commission Operations, M-4	1438610

Brief Description of Class Series

Positions in this series support the State Civil Service Commission, including analyzing jurisdictional classification requests, processing transactions requiring approval, maintaining records and organizing appeals from State agencies, and individuals affected by Civil Service determinations.

Distinguishing Characteristics

Commission Operations Analyst 1 (Civil Service): full performance level; analyzes jurisdictional classification requests and organizing appeals from State agencies and individuals affected by Civil Service determinations, may supervise support staff.

Commission Operations Analyst 2 (Civil Service): first supervisory level; deals with necessary information regarding commission meetings, appeals, jurisdictional classification requests; and schedules meetings.

Commission Operations Analyst 3 (Civil Service): second supervisory level; under general direction of Manager Commission Operations, supervises the activities of the Commission Operations unit.

Manager Commission Operations: managerial level; serve as inter-departmental manager or team lead; provides training and technical assistance to the Civil Service Department; and analyzes and prepares jurisdictional classification requests.

Commission Operations Analyst 1-3 (Civil Service) are in the non-competitive jurisdictional class. Manager Commission Operations is in the competitive jurisdictional class.

Related Classes

Commission Operations Analysts (Public Service) analyze complex items related to Public Service Commission sessions and manage and coordinate the work of the section.

Illustrative Tasks

Commission Operations Analyst 1 (Civil Service)

Maintains databases associated with Commission Operations.

Oversees all aspects of the monthly Commission calendars.

Provides information concerning Commission activities to the public and State agencies.

Prepares materials for submission to the State Register pursuant to State Administrative Procedure Act (SAPA).

Commission Operations Analyst 2 (Civil Service)

Researches and prepares jurisdictional classification requests.

Evaluates appeals from administrative decisions of the Department.

Schedules appellants to appear before the State Civil Service Commission.

Prepares leave of absences, reinstatements, and merit awards for presentation at the monthly Commission meetings.

Manages the preparation of materials for submission to the State Register pursuant to State Administrative Procedure Act (SAPA).

Commission Operations Analyst 3 (Civil Service)

Participates in the planning, direction, and management of all Commission activities, including but not limited to, scheduling of Commission items, reviewing and editing staff reports, training of Commission staff, and maintaining daily contact with operating agencies, Civil Service Department staff and appellants.

Ensures that Commission staff complies with requirements of the SAPA in regard to rule making notices pursuant to the Commission's jurisdictional classification authority.

Records and submits all Commission documents according to the requirements of the State Administrative Procedures Act.

Coordinates the review and analysis of matters placed before the Civil Service Commission.

Acts as a liaison between the Civil Service Commission, program staff of the Department of Civil Service and operating agency personnel managers in regard to development and implementation of policy determinations made by the Civil Service Commission.

Manager Commission Operations

Plans, directs, and coordinates the work of the Division.

Analyzes and prepares case analysis documents for all jurisdictional classification requests from State agencies.

Prepares written case analysis for all items which are considered by the Commission. In addition to jurisdictional classification, items may include leaves of absence, reinstatements, review of vacant exempt items, materials related to the Testing Services Division, and waivers under Section 211 of the Retirement and Social Security Law.

Orally presents case analysis and answering questions from the Commissioners at the Commission meeting.

Provides technical assistance on all matters of Civil Service Law, Rule and Regulation to state civil service agencies as required by Civil Service Law.

Initiates process improvements in all aspects of division responsibilities.

Minimum Qualifications

Commission Operations Analyst 1 (Civil Service)

Non-competitive: Six years of experience providing professional administrative, and staff support to executives, program managers and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program.

Commission Operations Analyst 2 (Civil Service)

Non-competitive: Seven years of experience providing professional administrative, and staff support to executives, program managers and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program.

Commission Operations Analyst 3 (Civil Service)

Non-competitive: Nine years of experience providing professional administrative, and staff support to executives, program managers and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program. Two years should include supervisory experience.

Manager Commission Operations

Open Competitive: Eleven years of experience providing professional administrative, and staff support to executives, program managers and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program. Two years should be at a managerial level.

*Educational substitutions: An associate's degree may substitute for two years of nonsupervisory experience; a bachelor's degree may substitute for four years of nonsupervisory experience; a J.D. or master's degree may substitute for one additional year of non-supervisory experience.

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: 2/24

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