

CIVIL SERVICE DIRECTOR

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the Lafayette Consolidated Government Civil Service Office which include policy making, rule interpretation, development and use of valid pre-employment examinations, position classification and pay, as well as serving as secretary to, and ex-officio member, of the Civil Service Board. Incumbent reports to the Civil Service Board, through its chairman, and has supervisory responsibilities for a small professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Serves as secretary and provides support services for, the Civil Service Board. Analyzes need for, drafts and presents recommended rules, regulations and procedures to the Board for consideration at public meetings. Supervises and participates in the preparation and distribution of agendas, dockets, minutes of meetings and related material. Provides administrative services including analyses, investigations, and special reports for Board.

Supervises and participates in the resolution of problems reported by employees, elected officials and general public as related to Civil Service, such as allegations of political activities, complaints about classification and pay of positions or difficulties in filling positions. Evaluates and rules on requests for exceptions in pay on promotion, above minimum hiring and realignment of incumbents' pay.

Represents the public interest in all matters of employee selection, compensation and discipline for those classified under the City Parish Civil Service System. Prepares the annual budget for the Civil Service Office, approves purchases and staff leave, and represents the Civil Service Board in daily transactions with the Consolidated Government, general public, press, attorneys and others as required. Performs interdepartmental, interagency and intergovernmental relations, rule interpretation and policy making. Represents the public interest in all matters of personnel administration.

Supervises and participates in job analyses, exam construction, administration, statistical analyses, scoring and validation.. Supervises and participates in job analyses, classification, pay range assignment, salary budget analysis and recommendations, and pay plan preparation and implementation.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of civil service provisions of Home Rule Charter, the Civil Service rules, regulations, and related laws.

Thorough knowledge of laws governing employer use of psychometrics; methods of examination construction, statistical scoring and validation.

Thorough knowledge of laws governing compensation, as well as methods and materials of pay plan construction and administration.

Ability to objectively evaluate actions/proposals by employees, elected officials and management to render decisions consistent with the charter, rules, laws and the public interest.

Ability to use, understand, and communicate effectively objective and quantitative methods of examinations and pay.

Ability to work after hours and weekends as required by Board meetings.

Ability to form and maintain constructive working relationships with elected officials, management, employees and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Completed college in Industrial/Organizational Psychology or closely related field and extensive professional and managerial experience with responsibilities for examinations, compensation and employee disciplinary appeals/hearings in government/utility environment, supplemented by certification by appropriate professional organizations.