



**RENSSELAER COUNTY**  
**CIVIL SERVICE COMMISSION**  
Opportunities in the Public Service  
**OPEN COMPETITIVE EXAMINATION**

**ACCEPTING ONLINE APPLICATIONS ONLY**

Click [here](#) or visit <https://rensco-portal.mycivilservice.com> to apply online.

**EXAM NUMBER: 60006740**

**EXAM TITLE: PERSONNEL ANALYST**

**EXAM DATE: APRIL 5, 2025**

**LAST FILING DATE: FEBRUARY 28, 2025**

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**NON-REFUNDABLE \$20.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.**

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**PERSONNEL ANALYST**, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

**SALARY: \$50,000**

**GRADE: N/A**

**RESIDENCY REQUIREMENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**TYPICAL WORK ACTIVITIES:**

- Assists in developing and implementing personnel policies and procedures, in such areas as recruitment, employee relations, selection, compensation, staff development and training, employee benefits, position classification, payroll preparation, and in the development of personnel information systems and affirmative action plans;
- Advises employees, department heads and the public on items such as benefit programs, earned credit banks, agency personnel policy, Civil Service Law, personnel policies and regulations, and collective bargaining agreements as appropriate;
- Assists in coordinating activities with the Rensselaer County Department of Human Resources and in resolving personnel problems involving Civil Service Law, rules and regulations, position classification, payroll certification, and examinations;
- Supervises clerical staff in the preparation of materials and the maintenance of records relating to personnel activities;
- Analyzes office procedures, and develops recommendations that will increase efficiency or effectiveness; Reviews job applications, screens applicants for placement, and interviews individuals seeking employment;
- Coordinates training program activities for courses offered to employees through outside agencies and educational institutions, and directs or participates in the administration of agency tuition reimbursement program;
- Develops a variety of reports and correspondence relating to personnel activities within the department or agency;
- Processes a variety of personnel related paperwork such as lay off lists, termination papers, and accident reports;
- Assists in labor relations activities including researching issues and implementing well-defined contract provisions;
- Secures information regarding job duties, and develops position duty statements and proposed job descriptions; Conducts Investigations as related to Human Resources, Union, or Civil Service Law issues.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Labor Relations, or Personnel Administration; **or**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent professional\* experience in personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; **or**
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent professional\* experience as defined in (B) above; **or**
- (d) Five (5) years paid full-time or its part-time equivalent professional\* experience as defined in (B) above; **or**
- (e) Five (5) years paid full-time or its part-time equivalent experience in a clerical or secretarial position in a personnel department involving either independent responsibility for the performance of duties in support of a staff engaged in personnel activities as defined in (B) above, or for the supervision of a clerical unit which supports the personnel activities as defined in (B) above; **or**
- (f) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

\*Professional, for the purposes of these minimum qualifications, does not include clerical or secretarial experience.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State, or otherwise demonstrate your ability to meet the transportation needs of the position.

**SUBJECT OF EXAMINATION:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**Advising and interacting with others** - These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

**Preparing written material**- These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Public personnel administration**- These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

**Recruitment, selection and placement**- These questions test for knowledge of planning and implementing programs to hire employees for public sector titles and occupational fields. Questions may cover such areas as determining personnel needs; analyzing job content; ordering examinations; recruitment; and interviewing.

**Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance and other employee benefits**- These questions test the ability to read, interpret, and apply these laws, policies, and procedures. You will be provided with brief reading selections, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge is required.

#### **THE USE OF CALCULATORS IS RECOMMENDED.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

#### **GENERAL INFORMATION**

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at [www.rensco.com](http://www.rensco.com). **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED. APPLICATIONS WILL NOT BE ACCEPTED AFTER THE LAST FILING DATE.** Please contact out office if you are unable to complete the online application process.
2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: [civilservice@rensco.com](mailto:civilservice@rensco.com).**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
5. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946  
June 27, 1950 to January 31, 1955

June 1, 1983 to December 1, 1987\*  
October 23, 1983 to November 21, 1983

\*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal. Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

Effective January 1, 1998, the State constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

6. In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
7. This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State civil Service Rules and Regulations dealing with the rating and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
9. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
10. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
11. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **ALL CLAIMS FOR APPLICATION FEE WAIVER ARE SUBJECT TO VERIFICATION.** If you can verify eligibility for application fee waiver, you must complete a "Request for Application Fee Waiver and Certification" form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Form is available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
12. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

**RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**