

City of Dallas
Classification Specification

Title:	Secretary of Civil Service	Class Code:	24304
Application:	Single Incumbent	Pay Grade:	Miscellaneous
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Directs the Employment Services function including examining and processing applicants for employment, promotions, transfers, reductions-in-force, performance improvement and administering assessment center for Police promotions in order to accomplish departmental goals. Functions as chief executive for council affairs and a 5-member board established by charter to administer the Trial Board and Administrative Law hearings.

Essential Functions:

1. Oversees the validation, maintenance, and administration of employee selection devices in order to provide employment services for approximately 9,500 positions.
2. Regulates in-hiring, promotion, transfer, reduction-in-force activities to ensure compliance by applicants, employees, and city departments in accordance with requirements of the Chartered Civil Service Rules.
3. Trains and coordinates activities of 5 board members, 15 adjunct panel members and 5 administrative law judges to effect appropriate policy administration pertaining to discrimination appeals processed by the Civil Service Board.
4. Oversees records by securing documents of the Board and departments in order to preserve the integrity of records.
5. Interacts with City Manager and user departments in order to maintain an effective working relationship.
6. Maintains awareness of legal requirements for employment services in order to ensure compliance.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of the principles, purposes, scope and techniques of the various aspects of Civil Service and personnel administration.

Thorough knowledge of the principles of management and public administration.

Thorough knowledge of budget planning.

Thorough knowledge of governmental merit system, administration, employment testing, statistics, recruiting, and advertising.

Ability to communicate effectively orally and in writing.

Ability to analyze data and draw logical conclusions.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.