



Posted: December 5, 2024

Announcement # 24-26

NOTICE IS BEING POSTED TO ESTABLISH AN EMPLOYMENT LIST
FOR THE POSITION OF:
CIVIL SERVICE ASSISTANT PERSONNEL DIRECTOR / \$17.20 PER HOUR

A PROMOTION/OPEN LIST WILL BE ESTABLISHED OF ALL APPLICANTS WHO HAVE PASSED THE APPLICABLE EXAMINATION(S).

EXAMPLES OF WORK:

Incumbent performs administrative, technical and clerical functions necessary to comply with the Civil Service provisions of the City Charter, and rules adopted pursuant to it by a volunteer board as well as advising the administration, department heads, and municipal government employees. Incumbent will work closely with the Civil Service Director of Personnel to gain practical experience in all areas of the Municipal Civil Service office and will then perform work with relative independence. The incumbent reports to the Civil Service Director of Personnel and is expected to assume more responsibility as experience is gained. Performs tasks for the recruitment and testing of applicants, and performs all tasks necessary for sound pre-employment testing practices. Performs tasks from point of appointment to new hire orientation/sign up. Assist in identifying positions subject to classification under civil service; in performing job analyses for classification / pay range assignment, in preparing summaries of positions, of pay range evaluations, in making recommendations to the Board as required for sound position classification and pay administration. Assist in maintaining employee records. Provides guidance to department heads and supervisors/foremen on rules, policies, and procedures. Assists in notifying persons with appeal rights of those rights; and in informing appellants, administration, and attorneys of procedures, requirements, deadlines. Assist in preparation and distribution of agendas, information packets; assist in carrying out all business transacted by the Board following meetings. Assists in the administering of paid leave earnings and use, the reconciliation, and the running of reports. Assists in the end of year transfer of leave and adjustments to the software system. Administers a job training expense reimbursement contract. Assists in the administering the Family and Medical leave notification and record keeping, the calculating of changes in pay, the initiating of personnel action requests. Assist in the coordinating and conducting of annual required employee training, certificates, record keeping and reporting. Performs related work as required.

MINIMUM QUALIFICATIONS:

- A valid Louisiana driver's license. Must meet the general requirements of the City's auto insurance company.
- Completed high school is required; verification must accompany application.
- Must be a qualified registered voter; verification must accompany application.
- Working knowledge of computers; not limited to word processing and spreadsheets, and skill in operating modern office equipment.
- Must pass the civil service exam, post-offer drug screen, physical, and functional pre-placement testing.

Desirable qualifications:

Completed college in a field related to examinations, statistics, job analysis, supplemented by prior working experience yielding a substantial knowledge of the municipal government's charter, civil service rules, organization and business methods, and human resources are desired.

Essential Functions: Reading, analyses, communications, record keeping and comprehension tasks require unimpaired or correctable vision, hearing and speaking, key boarding, and driving ability, but mobility impairment may be accommodated.

- ❑ **Benefits offered: Partially paid hospitalization, paid holidays, annual leave, sick leave, and retirement.**
- ❑ **All completed applications must be in the Municipal Civil Service Department no later than 4:30 p.m. on Friday, January 3, 2025.**
- ❑ **The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.**