THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Secretary to the Commission (Managerial)
Title Code 04990
FLSA Status Exempt
Date Issued May 08, 1997

General Duties and Responsibilities

− Reports to the Commission on the operation of the CUNY Civil Service System.

− Provide information on matters pending before the Commission.

− Prepare such documents as the Commission may require.

− Advise the Commission regarding current problems and progress on projects.

− Review complaints alleging violations of Laws or Regulations including but not limited to Civil Service Laws, the Rules and Regulations of the CUNY Civil Service Commission, grievances brought by employees who are subject to collectively bargained agreements, and the Regulations of the Vice Chancellor for Faculty and staff Relations.

− Reports violations of Civil Service Laws and Rules.

− Review appeals to the Commission including:
  Position classifications and reclassifications.
  Disqualification of candidates and appointees.
  Disciplinary actions pursuant to §75 of the Civil Service Law.
  Allegations of violations of rules and regulations promulgated under State Civil Service Laws.
  Appointments to positions, promotions, transfers, resignations, and reinstatements.
  Certain decisions of the Vice-Chancellor.

− Review requests for the establishment on Non-Competitive, Exempt and Labor Class titles- positions of the classified services that are not exempt class or the labor class- (no competitive examination).

− Prescribe the form in which requests for jurisdictional classification shall be submitted to the Commission.

− Notify appellants in writing of decisions.

− Provide adequate public notice, including a summary of the subject matter of and proposed rules or modifications.

− Prepare agenda for meetings and maintain minute.
Consult with administrative and legislative officials regarding civil service and personnel matters and procedures.

- Conduct personnel research and recommend improved practices and policies.
- Other duties as required.

**Qualification Requirements**

Qualifications deemed appropriate by the CUNY Civil Service Commission.

**NOTE:**

**Direct Lines of Promotion**

FROM: None  TO: None

**General Work Tasks**