

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for planning, coordinating and directing human resource-related functions, including, but not limited to, policy development, employee relations, compensation, tuition reimbursement programs, unemployment claims, supervisor training and development, affirmative action, Family Medical Leave, and investigations. The work is performed under the direct supervision of the Commissioner of Human Resources/Personnel Officer in accordance with established policies and procedures, with leeway allowed for high-level decision making and exercise of independent judgment in carrying out the day-to-day activities. Supervision is exercised over subordinate staff.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the development, review and implementation of human resource policies for the County;

Assists in administration of position classifications;

Ensures the administration of employee appraisals, tracks, and reports;

Assists in ensuring County compliance in the administration of Human Resource policies, Title VI

laws, affirmative action, Collective Bargaining Agreements, Family Medical Leave,

Americans with Disabilities Act, EEO and other Local, Federal and State laws;

Develops training programs for department heads and supervisory personnel to ensure compliance

with proper employment policies and procedures;

May supervise the maintenance of timekeeping and payroll functions;

Schedules and administers language stipend testing for County employees;

Responds to unemployment claims and questionnaires, tracks, and provides quarterly reports to

Treasurer's Office;

Assists with operational analysis through review of process and procedures to gain efficiencies in

Operations;

Establishes contacts with department heads and support staff to assure a mutual exchange of

information relative to staffing needs and personnel management;

May participate in the collective bargaining processes and interpretation of collective bargaining

agreements;

May conduct confidential investigations to ensure compliance with County Policy and State and

Federal Law;

Ensures that contractual responsibilities in the area of personnel are fulfilled, including internal

postings, seniority lists, etc.;

Coordinates the Employee Assistance Program;

Uses computer applications or other automated systems, such as power point, spreadsheets, word

processing, calendar, e-mail and database software in performing work assignments;

Identifies and projects staffing needs through assessment of attrition statistics, such as retirements,

resignations, transfers, etc.;

Assists with budget preparation;

Prepares a variety of reports and records as directed;

Assists in oversight of Civil Service operations as directed, which may include, but are not limited to: (1) classifying new positions and reclassifying existing positions, (2) maintaining the Civil Service rules and appendices, and (3) maintenance of Class Plan;

Monitors Civil Service examinations; and

May perform other duties as directed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS:** Thorough knowledge of the principles, practices and techniques of personnel administration; thorough knowledge of labor laws, developments in the field of labor relations and local labor conditions; good knowledge of Federal and State mandates and laws relating to equal employment opportunity and affirmative action dealing with employment; good knowledge of New York State Civil Service Law and local rules and regulations; ability to interpret and administer labor agreements; ability to plan, manage and supervise a comprehensive personnel program; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with people at all levels of an organization structure as well as local area school districts and municipal and civic officials; working knowledge of electronic and computer application software; sound professional judgment; initiative; ability to analyze information gathered for the purpose of making recommendations; ability to maintain confidentiality; and sound organizational skills.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher, and two (2) years of experience in personnel administration or labor relations, which shall have included conducting investigations, administering Family Medical Leave, Americans with Disabilities requests, administering employee contracts; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and four (4) years of experience as described in (A) above; or

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Placed in Classplan 6/23/17

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Revised and Replaced in Classplan: 5/8/2025