

DEPUTY DIRECTOR OF HUMAN RESOURCES

261-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, coordinating and directing all human resource programs, including, but not limited to employment recruitment, employee orientation, employee relations, compensation, training and development and affirmative action. 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 administration in position classifications;

Assists in ensuring County compliance in the administration of civil service laws, affirmative action,

Collective Bargaining Agreements, Family Medical Leaves, ADA and other local, federal & state

laws, employee relations and training/development functions;

Oversees the personnel recruitment, screening, interviewing, selection and placement process for

County staff;

Develops and implements training programs for department heads and supervisory personnel

to ensure compliance with proper employment policies and procedures;

Develops and oversees orientation program and schedule for all new employees, as well as, training

for all employees as needed to ensure that they are advised of agency policies and changes;

Assists with operational analysis through renew 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 recruitment 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 Employees 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 not limited to:

Classifying new positions and reclassifying existing positions.

Maintaining the Civil Service rules and appendices.

Maintenance of Class plan and preparing job descriptions

Providing counsel and trainings regarding Civil Service

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 position classification, recruitment, employee selection or negotiating or 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
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and six (6) years of experience as described in (A) above.

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Originated: 06/23/17

Jurisdictional Class: Competitive:

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A