

COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS:

This is a County Charter department head that reports directly to the County Executive. This position is the NYS designated Civil Service Officer for Dutchess County and all the civil divisions contained therein and is also charged with the formulation and administration of Human Resource policies, programs and procedures for Dutchess County and the administration of the divisions of Risk Management and Human Rights/EEO. The incumbent assumes full managerial duties and/or oversight in areas such as civil service administration, strategic planning, departmental organization, budgeting and financial management, and personnel development with supervision exercised over professional and support personnel.

TYPICAL WORK ACTIVITIES:

1. Develops and implements strategic direction for the department including establishing service, staffing, and financial goals;
2. Formulates policy and program outlines for the department's operations;
3. Monitors and reports to the County Executive on the effectiveness of departmental programs and initiatives and presents opportunities to improve services and efficiencies;
4. Consults/coordinates with County Department Heads, municipalities, vendors, and the public to communicate department initiatives and resolve problems;
5. Prepares annual budget and resolves ongoing issues relating to budget execution and compliance;
6. Responsible for all aspects of personnel management in the department including hiring, coaching and development, performance appraisal, discipline resolution up to and including termination;
7. Directs compliance and conformance with NYS Civil Service regulations for all civil divisions within Dutchess County;
8. Oversees negotiations with County bargaining units regarding employee compensation, benefits, and issue resolution;
9. Supervises the analysis and auditing of job duties and responsibilities and allocates positions to proper classifications and jurisdictional assignments;
10. Oversees the examination process for all civil divisions within the County including the application review, exam administration, establishment and maintenance of lists, and certification of qualified candidates for employment;
11. Directs the review and certification of payrolls for all civil divisions within Dutchess County;
12. Directs the maintenance of complete personnel records for County employees, and civil service records for all civil divisions within Dutchess County;
13. Responsible for the County's Equal Employment Opportunity, ADA, sexual harassment and workplace violence compliance programs;
14. Responsible for the operations of the Department of Risk Management including but not limited to Workers' Compensation, Health and other employee insurance benefits, property, casualty, and liability insurance coverage and resolution.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;

Knowledge of the New York State Civil Service Law and the Dutchess County Rules for the Classified Civil Service in order to enforce and interpret the Law and Rules for all civil divisions within the County;

COMMISSIONER OF HUMAN RESOURCES (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

- Knowledge of modern public personnel administration and current laws, rules and regulations including FLSA, ACA, ADA, EEO, IRS, DOL in order to advise County Administration, County departments and local governmental agencies on appropriate actions and procedures;
- Knowledge of the practices and procedures of labor relations in New York State including contract negotiations and the Taylor Law in order to advise County Administration and County departments to enforce applicable laws and practices;
- Knowledge of modern risk management principles and practices relating to workers' compensation, employee benefit management, and property, casualty and liability insurances and legal practices;
- Knowledge of the organization and functions of local governments in New York State in order to effectively provide and obtain information and assistance from local agencies;
- Ability to plan and supervise the work of others;
- Ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities;
- Ability to meet and deal effectively with elected and appointed officials, as well as employees, union officials and the public to explain and support County and departmental positions;
- Ability to communicate effectively and clearly both orally and in writing on a variety of labor relations and civil service issues;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business or Public Administration, or related field, and five years of experience in a human resource department or senior management;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business or Public Administration, or related field, and seven years of experience in a human resource department or senior management.

SPECIAL REQUIREMENT:

Possession of a New York State Driver License at time of appointment.

PN0101

REVISED: 09/15/95
 3/24/17 (formerly Commissioner of Personnel)