

DIRECTOR OF HUMAN RESOURCES (CITIES)

DISTINGUISHING FEATURES OF THE CLASS:

This is highly responsible position involved in overseeing the operations of a Human Resources department. The incumbent supervises and performs a variety of Human Resources related activities, including the maintenance of employee personnel records, administering employee benefits programs, risk management, labor relations, recruiting and onboarding, employee training, develops and implements policies and procedures, budget, and advises department heads on personnel and civil service matters. Position directly assists the Mayor and City Administrator in formulating operational policies and goals for the City. The work is performed under the general direction of the Mayor or City Administrator with a wide latitude for independent judgement. Supervision may be exercised over paraprofessional and/or support staff. Assignments outside of normal working hours may be given.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Administers all employee benefits programs, including health insurance, accrual time, and retirement benefits;
2. Administers workers compensation, 207a and 207c Claims;
3. Administers and tracks all mandatory employee training, such as sexual harassment and work place violence;
4. Oversees payroll process and/or reviews payroll for accuracy;
5. Oversees the hiring and onboarding of staff;
6. Oversees and ensures compliance with New York State Civil Service Law and other applicable federal, state, and local laws, rules and regulations, as well as internal policies and procedures;
7. Oversees and assists negotiations with City bargaining units;
8. Establishes and coordinates employee performance appraisal process;
9. Prepares and maintains personnel manual;
10. Advises department heads and employees on employee relations and civil service matters;
11. Responsible for all aspects of personnel management for the City including hiring, coaching, discipline resolution, and the maintenance and oversight of all employee records;
12. Prepares a variety of reports, Department budget, etc.;
13. Recommend and implement safety/policy initiatives, health and other employee insurance benefits;
14. May be responsible for Equal Employment Opportunity compliance and diversity initiatives, and recruitment;

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern public personnel administration and labor relations;
Knowledge of principles, practices, methods and techniques, including those related to administration and supervision;

DIRETOR OF HUMAN RESOURCES (CITIES) (Cont'd)

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

Knowledge of pertinent federal, state and local laws and ordinances related to the operation of a Human Resources Department;

Ability to read and interpret complex laws, and regulations including those dealing with civil service, unemployment insurance, retirement system, and health insurance;

Ability to communicate effectively both orally and in writing;

Ability to compile data and compose correspondence and reports from general instructions;

Ability to prepare financial and statistical reports;

Ability to plan and supervise the work of others;

Ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll databases;

Personnel characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Master's degree in Business Administration, Public Administration or a related field and two (2) year of full-time technical experience in public personnel administration;

OR: (B) Bachelor's degree and three (3) years of full-time technical experience in public personnel administration;

OR: (C) Graduation from high school or possession of a high school equivalency and seven (7) years of full-time technical experience in public personnel administration;

OR: (D) An equivalent combination of education, training and experience between the limits of (A), and (C) above.

NOTE: Your degree or college credit 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

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 12/06/2019