

## **SENIOR HUMAN RESOURCES ASSOCIATE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a highly responsible position involving both employee relations and civil service administration functions for the Dutchess County Department of Human Resources. Employees in this position act in a lead and participate or advisory capacity over specialized functions in the areas of labor relations and civil service administration, such as contract negotiations, policy development, grievance procedures and classification/allocation surveys. In addition, employees in this class work closely with assigned agencies, usually County departments, to administer Civil Service Law, Rules and Regulations, County policies and applicable labor agreements. This class acts in both an advisory and advocate role for assigned departments, promoting positive labor relations and assisting departments in the areas of training, recruitment, performance problems, etc. Work is performed under the general supervision of the Deputy Commissioner of Human Resources. Supervision over support staff may be a function of this class. Travel in the course of a workday may be required. 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. Serves as either a member of the County negotiating team or support team for labor contract negotiations; provides backup information to support proposals; costs out proposals; develops language for negotiations; researches impact of proposals on current policies and procedures; assists in the implementation of settled contracts;
2. Serves as a member of various labor/management and special committees to discuss and resolve issues relating to labor contract administration and other personnel and civil service issues;
3. Leads and participates in major classification surveys to ensure that classification and allocation review is done according to established departmental procedures and that all appropriate documentation on survey process and point factor system is maintained;
4. Leads and participates in the grievance administration process; reviews and advises on contract and policies and procedures in relation to grievance situation; attends grievances to present County's and Human Resources Department's position; keeps track of grievance decisions and conveys results of decisions as necessary;
5. Provides ongoing assistance to assigned departments and agencies in the areas of public personnel management, employee relations and civil service administration;
6. May supervise support staff in the performance of assigned duties such as County personnel transactions.

**SENIOR HUMAN RESOURCES ASSOCIATE** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of modern public personnel administration and current laws, rules and regulations in order to advise agencies on appropriate procedures and actions;
- Knowledge of New York State Civil Service Law and Dutchess County Rules for the Classified Civil Service in order to ensure compliance of assigned agencies and assist agencies in civil service applications;
- Knowledge of the principles and practices of position classification and the point factor system in order to classify and allocate positions;
- Knowledge of the practices and procedures of labor relations in New York State including the Taylor Law in order to advise agencies;
- Knowledge of labor contract negotiations and interpretation in order to serve as a member or in support of the County's negotiating team;
- 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 prepare complex narrative and statistical reports for both oral and written presentation to justify positions and support a variety of County and departmental proposals and studies;
- Ability to communicate effectively with employees, union officials, department representatives and other officials to explain and defend a variety of civil service and labor relations issues;
- Ability to use a variety of software packages including word processing, spreadsheets, database management and personnel/payroll databases;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)       Graduation from a New York State registered or regionally accredited college or university with a Master's degree and two (2) years of technical experience in public personnel administration;
  
- OR:             (B)       Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree and three (3) years of technical experience in public personnel administration;
  
- OR:             (C)       An equivalent combination of the education, training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver License at time of appointment and to maintain position.

ADOPTED:    01/01/01  
REVISED:    01/01/13