

DEPUTY COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS:

This position works under the direction of the Commissioner of Human Resources and is 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 executes 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. In the absence of the Commissioner, the Deputy Commissioner has charge of department operations and acts for and on behalf of the Commissioner as the designated NYS Civil Service Officer for Dutchess County. Travel in the course of a workday may be required and assignments outside of normal working hours may be given. Direct and general supervision is exercised over subordinate department employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by the Commissioner of Human Resources. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Exercises administrative direction and supervision over all activities of the department;
2. Exercises direct supervision over the civil service and labor relations staff and units of the department;
3. Interprets, implements, and enforces New York State Civil Service Law and other applicable federal, state and local laws, rules and regulations, negotiated labor agreements, and County and departmental policies as they pertain to the operation and administration of the Human Resources Department and all agencies under its jurisdiction, including County departments and all other civil divisions;
4. Assists in the development and implementation of County and departmental policies and procedures;
5. Supervises and participates in the disciplinary, grievance and performance evaluation processes of the County;
6. Represents the County and department on various committees and with the media;
7. Assists the Commissioner in carrying out all operations of the department.

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;

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;

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

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 TRAINING AND EXPERIENCE:

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 REQUIREMENTS:

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

Resident of Dutchess County at time of appointment.

PN0104

ADOPTED: 01/01/01

REVISED: 3/24/17 (formerly Deputy Commissioner of Personnel)