

Jurisdictional Class: Competitive; Non-Competitive in City of Plattsburgh and CVES

Adopted: September 13, 1999

Revised: May 19, 2010

## **HUMAN RESOURCE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position responsible for administering and overseeing employee benefits, employee relations, job evaluations, salary plans, contract administration and lead negotiator, training of personnel, affirmative action, long-range staff planning, work safety coordination, and all personnel functions. Duties also include responsibility for planning, implementing, and evaluating a wide variety of personnel policies and functions. Work is performed under the direct supervision with wide leeway allowed for the exercise of independent judgment in the performance of duties. Direct supervision is exercised over all subordinate staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Interprets and applies Civil Service Law in the formation of policies and procedures;  
Administers salary plans, attendance rules, and contracts with employee bargaining units;  
Establishes, evaluates, and carries out recruitment programs;  
Maintains and oversees the maintenance of personnel records for classified and/or unclassified positions and for all employees;  
Oversees and facilitates the submission of required documentation as required by Civil Service Rules and/or State Education Department for personnel transactions, payroll certification, classification or reclassification of positions, required licenses and certifications, etc.;  
Reviews appointments, transfers, promotions, dismissals, and other personnel transactions for conformity with Clinton County Civil Service Rules and/or State Education Department Commissioner's Rules, and agency policies and legal requirements;  
Serves as Affirmative Action Officer;  
May serve as Title IX Coordinator;  
Represents the agency on personnel-related matters to the public, government officials, and professional groups;  
Maintains close working relationships with all public agencies;  
Conducts special studies on development of programs, impact of proposed decisions, organizational changes, and legislation affecting personnel activities;  
Serves as a resource person for labor relations including the administration of contracts with employee bargaining units and is chief negotiator for contract settlements;  
Serves as safety committee chair and interprets the New York State Right to Know Law and Federal Hazardous Communication Standards and is involved in the development, implementation and review of a plan for compliance for by all departments;  
Negotiates insurance policies and benefits;  
Assists all administrators and/or department heads in the disciplinary process provided for in the union contracts and/or legal procedures and acts as witness when requested and assists with investigations of incidents;  
Acts as Coordinator for the Drug Free Workplace and Smoke Free Workplace Policies;  
Reviews medical reports to determine status of employees and their ability or inability to return to work and disseminates information to appropriate departments;  
Acts as Employee Assistance Program Coordinator, maintains close contacts with Program Administrator, advises department heads regarding mandatory and non-mandatory referrals, and monitors employees' progress;  
Works closely with administrators and/or departments in the administration of benefits and retirement programs, administration of internal policies as they pertain to personnel, and the administration and interpretation of laws as they pertain to personnel and labor relations;  
Assists in administering contracts with employee bargaining units.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, and techniques of personnel administration and labor relations;

Thorough knowledge of theory, procedures, and techniques involved in collective bargaining, arbitration, grievance handling, and other aspects of employee relations;

Good knowledge of public administration as it applies to local government;

Good knowledge of the New York State Civil Service Law, local rules and regulations, Taylor Law, and other regulations affecting public employment in New York State;

Good knowledge of interviewing techniques and employee training;

Good knowledge of contract administration and personnel management;

Working knowledge of Federal and State codes and laws relating to municipal personnel staffing requirements and equal employment opportunity;

Ability to understand and interpret complex written material;

Ability to express oneself clearly and precisely both orally and in writing;

Ability to establish and maintain an effective working relationship with employees at various levels of government and with the public;

Ability to plan and supervise the work of others.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in labor relations, human resources, business or personnel administration, or closely related field and three (3) years of experience in human resource administration, personnel administration, labor management, or labor relations; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in labor relations, human resources, business or personnel administration, or closely related field and five (5) years of experience in human resource administration, personnel administration, labor management, or labor relations; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.