

Jurisdiction: Oneida County BOCES,
UMVRWB
Jurisdiction Class: Competitive
Revised: 6/1/01

DIRECTOR OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, developing, implementing and administering a variety of personnel policies, practices and programs concerning employee compensation, recruitment, appointment, training and discipline to meet organization's objectives. The Director of Personnel is responsible for administering the personnel functions for the organization. The work is performed under the direct supervision of the organization's Chief Executive with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinate employees assigned to the personnel function. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Acts as liaison with the Oneida County Civil Service office;
Coordinates activities with respect to creation and classification of civil service positions;
Implements procedures for recruitment, application screening and selection of candidates .
Oversees the maintenance of personnel records and filing necessary reports;
Maintains records in support of compliance officer responsibilities;
Maintains attendance records on employees and keeps employees informed of their leave status and accumulation;
Recommends personnel actions to the Chief Executive for action;
Confirms the supervisors recommendations for the placement of employees on salary schedules;
Collects information to aid in planning new methods and procedures for more efficient operation of the Personnel functions;
Trains managers and supervisors in efficient personnel administration procedures and practices;
Conducts studies on a variety of personnel problems and concerns;
Coordinates staff orientation programs for new employees;
Monitors exit interviews for employees terminating employment;
Ensures that personnel policies, procedures and practices are in compliance with relevant laws, rules and regulations.
Recommends new or revised personnel policies to the Chief Executive for consideration by the organization;
Monitors the collective bargaining agreement and related employee policies for those not covered by the collective bargaining agreement;
Provides technical assistance to supervisors regarding employee discipline procedures;
Serves as the contact with the Employee Assistance Program service;
Coordinates annual United Way Campaign;
Provides information on the payroll and fringe benefits program to personnel on both general and response to inquiries;
Represents organization in unemployment hearings and workers' compensation hearings;
Performs other related duties, as assigned by the Chief Executive.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of personnel administration and labor relations; good knowledge of interviewing techniques; good knowledge of the techniques for implementing employee training; good knowledge of contract administration and personnel management; working knowledge of the New York State Civil Service Law, Taylor Law and other regulations affecting public employment in New York State; working knowledge of the theory, procedures and techniques involved in collective bargaining, arbitration, grievance handling and other aspects of employee relations; ability to compile personnel data and prepare correspondence, policies, reports and other material; ability to read and interpret complex written material; ability to deal effectively with officials, staff, employees and the general public.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor Degree in Business Administration, Labor Relations, or Human Resources **AND** four (4) years of experience in personnel management, personnel administration, labor management, or labor relations; **OR**
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in Business Administration or Human Resources **AND** six (6) years of experience in personnel management, personnel administration, labor management, or labor relations.