

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The Director of Human Resources is responsible for planning, coordinating and directing programs all human resources areas including employment, employee relations, compensation, training and development, benefits administration, and equal employment opportunity. The incumbent works with the County Personnel Officer on position classification, recruitment, examinations and personnel transactions. The work is performed under the direction of the Mayor, Town Board or School Superintendent with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Administrative supervision is exercised over all department staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, recommends and directs human resource policies for the town, village or school district;

Manages compensation, benefits, staffing, affirmative action, employee relations, health and safety, and training/development functions; supervises organization human resources staff;

Negotiates and directs the organization's labor relations agreements in accordance with executive level instruction and endorsement;

Directs recruitment, screening, interviewing, selection, and placement activities for exempt and nonexempt positions;

Produces and directs the implementation of the organization's compensation program; suggests revisions to the compensation plan or procedures;

Coordinates with appropriate administrators on matters related to recruitment and selection of personnel;

Meets with department heads to explain and ensure proper employment procedures and changes are followed;

Advises appropriate board of appointments, changes, leaves, and resignations;

Ensures that employees are informed about agency policies related to compensation and employment requirements;

Ensures that orientation is given for new staff, describing benefits, policies, salary, etc.

Supervises the administration of employee benefit and protection programs such as retirement, health insurance and worker's compensation; organizes and administers employee training, job evaluation, and safety programs;

Establishes contacts with area personnel directors to assure a mutual exchange of information relative to recruitment and personnel management;

Coordinates the Employee Assistance Program, substitute teaching, student teaching and internship programs of the District;

Serves as Affirmative Action Officer including responsibility for development and implementation of an Affirmative Action Plan;

Ensures that contractual responsibilities in the area of personnel are fulfilled (including internal posting, seniority list, etc.);

Ensures that legal requirements for employment of personnel are met, including civil service and state teacher certification;

Identifies and projects staffing needs through assessment of attrition statistics such as retirements, resignations, transfers, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and techniques of personnel administration;

Thorough knowledge of public administration as it applies to the public sector;

Thorough knowledge of labor laws, developments in the field of labor relations, and cost of living indexes and local labor conditions;

Thorough knowledge of the State Civil Service Law and local rules and regulations;

Thorough knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with employment;

Ability to conduct labor contract negotiations;

Ability to interpret and administer labor agreements;

Ability to understand and interpret complex written material;

Ability to communicate effectively, both orally and in writing;

Ability to plan, manage, and supervise a comprehensive personnel program;

Ability to establish and maintain effective working relationships with towns, villages, school districts and other municipal officials, employees, and union representatives.

MINIMUM QUALIFICATIONS: Either

- A) Graduation from a regionally accredited or New York State registered college university with a Bachelor's Degree and four (4) years of experience in personnel administration or labor relations, which shall have included either position classification, recruitment, employee selection or negotiating or administering employee contracts; OR
- B) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in personnel administration or labor relations, which shall have included either position classification, recruitment, employee selection or negotiating or administering employee contracts; OR
- C) An equivalent combination of training and experience as defined by the limits of A), and B) above.

Note: Education beyond a Bachelor's degree in the field of public administration, business administration, labor relations or closely related field can be substituted for experience on a year for year basis.