

Jurisdiction Class: Competitive
EEO Category: Officials/Administrative
Revised: 01/30/2024

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. The incumbent 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 follow 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.

Continued...

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) Possession of 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) Possession of Associate Degree in Business Administration, Labor Relations, or Human Resources **AND** six (6) years of experience in personnel management, personnel administration, labor management, or labor relations.

NOTE: Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 09/16/1994
Revised: 11/19/1997, 06/01/2001, 01/30/2024