

## **ASSISTANT DIRECTOR OF PERSONNEL**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists at a BOCES, and involves responsibility for assisting in planning, developing, implementing and administering a variety of personnel policies, practices and programs concerning employee compensation, recruitment, appointment, training and discipline to meet BOCES objectives. The Assistant Director of Personnel is responsible for assisting the Director of Personnel in administering the personnel functions for the BOCES organization. The work is performed under the direct supervision of the Director of Personnel and the general supervision of the Assistant Superintendent or Superintendent, 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 for the Director of Personnel;  
Assists in the coordination of activities with respect to the creation and classification of civil service positions;  
Assists in ensuring that personnel policies, procedures and practices are in compliance with relevant laws, rules and regulations;  
Assists in implementing procedures for recruitment, application screening and selection of candidates for BOCES positions;  
Assists in the maintenance of records for Assistant Superintendent or Superintendent, in support of compliance officer responsibilities;  
Oversees the maintenance of BOCES personnel records and filing necessary reports;  
Maintains attendance records on BOCES employees and keeps employees informed of their leave status and accumulation;  
Recommends personnel actions to the Personnel Director and the Assistant Superintendent or Superintendent for Board action;  
Coordinates staff orientation programs for new BOCES employees;  
Recommends new or revised personnel policies to the Director of Personnel or the Assistant Superintendent or Superintendent for consideration by the organization;  
Provides technical assistance to supervisors regarding employee discipline procedures;  
Coordinates annual United Way Campaign;  
Provides information on the payroll and fringe benefits program to BOCES personnel on both general and response to inquiries;  
Represents BOCES in unemployment hearings and workers' compensation hearings;  
May confirm supervisors' recommendations for the placement of employees on salary schedules;  
May monitor the BOCES collective bargaining agreement and related employee policies for those not covered by the collective bargaining agreement;  
May monitor exit interviews for employees terminating employment;  
May serve as the contact with the Employee Assistance Program service;  
May prepare and distribute the Board briefs;  
Performs other related duties, as assigned by the Director of Personnel or the Assistant Superintendent or Superintendent.

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

Working knowledge of modern principles and practices of personnel administration and labor relations; working knowledge of interviewing techniques; working knowledge of the techniques for implementing employee training; working 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 BOCES 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 **AND** one (1) year of experience in personnel management or 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 **AND** three (3) years of experience, as stated in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience as stated in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.