

Jurisdiction Class: Competitive
EEO Category: Professional
Revised: 01/30/2024

ASSISTANT DIRECTOR OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This position 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 agency's objectives. The Assistant Director of Personnel is responsible for assisting in administering the personnel functions for the organization. The work is performed under the direct supervision of the Director of Personnel and the general supervision of the 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;
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;
Assists in the maintenance of records, in support of compliance officer responsibilities;
Oversees the maintenance of personnel records and filing necessary reports;
Maintains attendance records of employees and keeps employees informed of their leave status and accumulation;
Recommends personnel actions to the Director of Personnel and/or Chief Executive;
Coordinates staff orientation programs for new employees;
Recommends new or revised personnel policies to the Director of Personnel and/or Chief Executive for consideration by the organization;
Provides technical assistance to supervisors regarding employee discipline procedures;
Provides information on the payroll and fringe benefits program to personnel on both general and response to inquiries;
Represents in unemployment hearings and workers' compensation hearings;
May confirm supervisors' recommendations for the placement of employees on salary schedules;
May monitor the 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 and/or Chief Executive.

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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) Possession of Bachelor Degree **AND** one (1) year of experience in personnel management or personnel administration, labor management or labor relations; **OR**
- (B) Possession of Associate Degree **AND** three (3) years of experience in personnel management or personnel administration, labor management or labor relations; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in personnel management or 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: 12/09/1997
Revised: 09/02/1999, 01/18/2018, 02/17/2023,01/30/2024