

Jurisdiction: Oneida County

Jurisdictional Class: UNCL

Revised: 4/23/96

COMMISSIONER OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This statutory position functions as head of the Personnel Department, and is responsible for enforcing the provisions of the State Civil Service Law, local rules, and the planning, organization, coordination and direction of the personnel activities of the County, and for all civil divisions which fall under its jurisdiction. Responsibilities also include the development of broad program planning, reporting, and control of County services. The incumbent also develops personnel operating policies and procedures, and recommends such to the County Executive for approval. The work is performed under the general direction of the County Executive, and is reviewed through conferences and reports for results obtained and consistency with County policies. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops personnel policies consistent with merit principles, and other Federal, State and local legislative mandates;

Directs the preparation and adoption of position classification;

Directs a program of positive recruitment for filling positions in the County service;

Directs the administration of examinations for promotions;

Certifies eligible lists of candidates to appointing officials;

Directs the preparation of, and enforces, personnel rules and regulations;

Supervises the development of personnel system, forms, procedures and methods of record keeping for County employees;

Performs other personnel work, including employee training, benefits administration, and EEO appeals for County employees;

Trains personnel staff to maintain and administer the personnel system;

Serves as a member of County negotiating team during labor negotiations with the various officially recognized county employee bargaining units;

Directs classification and reclassification of presently existing, new or vacant positions in the County;

Conducts public hearings prior to adoption of new or updated Civil Service Rules and jurisdictional classification of County positions;

Directs and adopts new and updated position specifications;

Advises department heads, elected officials, and other managers on actions to resolve personnel problems.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the specialized principles and practices of public personnel administration, including examination, classification, compensation, in-service training and service rating techniques; thorough knowledge of the qualifications and characteristics of major occupational groups; thorough knowledge of local government organization and procedures; ability to develop long-term plans and programs, and to evaluate work accomplishments; ability to establish and maintain effective relationships with other officials, employees, and the general public; ability to present facts and recommendations effectively in both oral and written form; ability to analyze facts and exercise sound judgement in arriving at conclusions; ability to plan, supervise and review the work of professional, technical and clerical subordinates.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.