

Jurisdictional Class: Exempt for Oneida County Government Only
EEO Category: Officials and Administrators
Revised: 04/28/2021

DEPUTY COMMISSIONER OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible assisting the for Commissioner of Personnel in 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. This position also involves responsibility for planning, coordinating and participating in the negotiations of contracts between employee groups and Oneida County. The incumbent promotes union/management relations, assists individual employees with job-related problems and advises the Commissioner of Personnel as to potential problem areas. Considerable leeway is given the employee for performance of the work in a manner to achieve professional results. The work is performed under the general direction of the Commissioner of Personnel. Supervision is exercised over technical and clerical employees. The Deputy Commissioner may act for, and in place of, the Commissioner in his/her absence. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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

Oversees methods of record keeping;

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;

Directs the establishment of Civil Service employee recruitment programs through job fairs, examination announcements, vacancy notices and web site;

Administers negotiated contracts, interpreting the meaning of various provisions to County management, County Legislature, individual employees and employee organizations;

Writes language to be included in contracts;

Directs final preparation of contracts, adding memorandums of agreement;

Prepares cost projections and budget impact of proposed salary and fringe benefit modifications;

Provides advice and counsel to management personnel on contract administration, employee relations, union/management conflicts, and grievance procedures;

Researches, analyzes and compares competitive wage structures and benefit programs, including those of other municipalities;

Prepares and recommends proposals, counter-proposals and bargaining positions for use during negotiating process;

Advises County management of State and Federal laws and regulations affecting County policy;

Researches, analyzes and compares employee benefit programs for the County;

Administers employee benefit programs for the County, including providing monthly reports for each department;

continued...

TYPICAL WORK ACTIVITIES (cont'd):

Bills all retirees and COBRA's for health insurance and maintains accounting reports of all subscribers billed and payments posted to accounts.
Administers the policies and regulations required by the Affordable Care Act;
May act as Hearing Officer on behalf of the County while conducting hearings under negotiated contract procedures;
May serve as a member of County negotiating team during labor negotiations with the various officially recognized county employee bargaining units;
May direct classification and reclassification of presently existing, new or vacant positions in the County;
May conduct public hearings prior to adoption of new or updated Civil Service Rules and jurisdictional classification of County positions;
May direct and adopt new and updated position specifications;
May advise department heads, elected officials, and other managers on actions to resolve personnel problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles and practices of public personnel administration as mandated by New York State Civil Service law, rules and regulations; comprehensive knowledge of the principles and techniques of collective bargaining, grievance procedures, mediation and conciliation; thorough knowledge of the applicable State and Federal laws affecting public employees, labor relations; thorough knowledge of benefit programs; thorough 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 interview, counsel and negotiate with parties involved in contract negotiations and disputes; ability to effect suitable agreements; ability to research data and formulate proposals; ability to communicate effectively both orally and in writing; 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 analyze facts and exercise sound judgment in arriving at conclusions; ability to plan, supervise and review the work of professional, technical and clerical subordinates.

SUGGESTED QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** five (5) years of experience in human resources or civil service administration, two (2) years of which must have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public administration, business administration, human resources, or a closely related field **AND** six (6) years of experience in human resources or civil service administration, two (2) years of which must have been in a supervisory capacity.

Adopted: 07/26/2017

Revised: 10/13/2017; 06/25/2019; 11/08/2019; 04/28/2021