

PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: A Personnel Officer has all the powers and duties of a municipal Civil Service Commission and is responsible for administering and enforcing the provisions of New York State Civil Service Law and County Civil Service Rules as they relate to the County departments, towns, villages, City of Little Falls, school districts and special districts. The work also involves responsibility for planning, organizing and directing a personnel program for County employees. The duties of the position also include administration of the County Workers' Compensation Self-Insurance Plan, maintenance of personnel and attendance records, assisting in labor negotiations for the County and any other personnel-related duties as assigned by the County Legislature. The work is performed in accordance with policies established by the Legislature as coordinated by the County Administrator. Supervision is exercised over the work of all Personnel Department staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs day-to-day operations of Personnel Department and Workers' Compensation Self-Insurance Plan;
- Enforces civil service law and rules throughout the County and various municipalities and special districts;
- Certifies payrolls of County departments, municipalities, centralized school districts and special districts;
- Maintains roster records and other personnel records for all civil service employees;
- Maintains classification plan, classifying new positions and revising existing class specifications as necessary;
- Maintains eligible lists and certifies eligibles for appointment;
- Conducts personnel recruitment and oversees examination program, including ordering new examinations, preparing announcements, reviewing applications and administering examinations;
- Approves appointments and other personnel transactions in accordance with Civil Service Law and Rules;
- Interprets and applies the Civil Service Law in formulation of policy and procedures, keeping abreast of changes in the law;
- Provides counseling to representatives of County departments and municipalities on interpretation of laws, rules, questions of procedure, recent developments and technical problems;
- Represents the County on personnel matters to the public, government officials and professional groups;
- Has duty of Department Head in regards to employees within the Personnel Department;
- Assists and advises in the formulation of County policy on labor, personnel, health insurance and other issues relating to the operation of the County;
- Assists in labor negotiations for the County, with the special duty of researching and preparing proposals for presentation during negotiations;
- Administers negotiated contracts, interpreting the meaning of various provisions to County management, County Legislature, individual employees and employee organizations;
- Formulates employer policies for the County service subject to final approval of the County Legislature;
- Monitors County hiring, employment and discipline policies to insure compliance with all Federal and State laws and rules;
- Administers employee benefit programs for the County, including health insurance, employee attendance and accrued time records;
- Monitors unemployment claims against the County and represents the County at unemployment hearings;
- Develops the annual department budgets and regulates all departmental expenditures;
- Calculates and prepares the budget for the County Workers' Compensation Self-Insurance Plan, with the approval of the Administration Committee of the County Legislature;
- Administers the Workers' Compensation Self-Insurance Plan, making assessments to participants, processing claims against the participants, determining whether claims should be paid or disallowed, directing the investigation of claims and coordinating legal representation at administrative hearings;
- Acts as Safety Officer for the County, coordinating the safety plan and chairing the Safety Committee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of public personnel administration; thorough knowledge of the New York State Civil Service Law and Local Rules; good knowledge of New York State Workers' Compensation Law and Volunteer Firefighters' Benefits Law and associated administrative decisions and interpretations; good knowledge of the organization and functions of local governments of New York State; good knowledge of State and Federal legislation and regulations affecting public personnel administration; good knowledge of supervisory principles and techniques; working knowledge of the general principles and practices used in modern labor relations; ability to plan, direct and review a public personnel program; ability to establish and maintain an effective working relationship with employees, department heads and elected officials in County government and municipalities; ability to understand and interpret complex written material; ability to express oneself clearly and concisely both orally and in writing; ability to analyze and resolve complex problems; sound judgment; a high degree of tact, courtesy and discretion; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in industrial labor relations, public administration, political science, personnel or business administration or a related field and one year of personnel administration experience;
- Or** (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in one of the areas noted in (A) above and three years of personnel administration experience;
- Or** (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Non-Competitive Class

Revised March 22, 2006