

**SPECIAL ASSISTANT TO THE COMMISSIONER OF SOCIAL SERVICES/  
PERSONNEL STAFF DEVELOPER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the Commissioner of Social Services in administering and directing the human resources and staff development programs in the Herkimer County Department of Social Services. This is a high level administrative position responsible for the development, coordination and implementation of staff development and training programs, as well as a comprehensive personnel program that will develop and maintain an effective, high functioning work force to successfully carry out the department's goals and ensure the highest level quality service to the clients. Under the general direction of the Commissioner, an incumbent in this class exercises considerable latitude for the exercise of initiative and independent judgment in the formulation of local policies and procedures to affect the agency's goal. General supervision is exercised over professional, paraprofessional and clerical staff. In the absence of the Commissioner, may have direction over personnel and may act as the Commissioner's representative in public presentations or meetings concerning personnel/staff development issues. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Formulates departmental personnel policies and procedures consistent with current state and Federal laws, regulations and administrative guidelines and has responsibility for interpreting and enforcing them within the Department of Social Services.
- Develops communications and materials to assist in the public relations aspect of the department and in interpreting the department's work to the community.
- Oversees program development and formulation of department policy for the human resources and staff development functions of the department.
- Establishes the procedures and guidelines within which program staff operates to ensure delivery of services and to achieve the agency goals.
- Provides direction or decisions as needed in response to staff requests for program information, policy interpretation and appropriate procedures.
- Maintains communications within the department to provide advice on standards, to exchange ideas and information and to discuss any matters of impact or consequence within the department.
- Develops and supervises a comprehensive human resources program to include the areas of personnel policy management, recruitment and selection, position control, employee benefits, implementing the terms of negotiated agreements, an employee evaluation system, grievances, worker's compensation, etc.
- Develops and implements personnel policies and programs to address needs unique to the department.
- Develops and administers the department's training plan, delivery and evaluation including developing and managing the training program budget.
- Meets regularly with program managers to assist them in the area of personnel management and to address changes or problems in the organizational structure.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, practices and methods of public administration; Thorough knowledge of the methods used in formulating and initiating public programs; Thorough knowledge of the management of staff development and training programs; Thorough knowledge of federal, state and local social services laws governing training education in social services; Thorough knowledge of the department organization as it relates to its established goals, service delivery, staff development and personnel needs; Good knowledge of the department's goals, programs and priorities; Good knowledge of New York State Civil Service Law, rules and regulations; Ability to administer a comprehensive human resources program and training and education programs; Ability to gather and evaluate information to identify and resolve personnel problems; Ability to make decisions quickly and independently; Ability to coordinate the work of others and to establish effective working relationships. Ability to plan and direct the activities of subordinates in a manner conducive to full performance; Ability to plan, direct and evaluate programs; Ability to express ideas clearly both orally and in writing; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

**Either -**

**(A)** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Masters degree in Education, Personnel Administration, Human Resources, Employee Relations, Public Administration or a closely related field and four (4) years of professional level experience, or its part time equivalent, in the field of human resources management which must have included some staff development and training, two (2) years of which must have been in a supervisory capacity in a state or local Social Services agency;

**Or**

**(B)** Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with a Baccalaureate degree and six (6) years of professional level experience, or its part time equivalent, in the field of human resources management which must have included some staff development and training, three (3) years of which must have been in a supervisory capacity in a state or local Social Services agency;

**Or**

**(C)** Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with an Associates degree and eight (8) years of professional level experience, or its part time equivalent, in the field of human resources management which must have included some staff development and training, four (4) years of which must have been in a supervisory capacity in a state or local Social Services agency;

**Or**

**(D)** An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

05/08/2007

Competitive Class 02/29/2008