

Jurisdictional Class: Competitive  
Adopted: June 9, 2008  
Revised: July 6, 2010

**ASSISTANT HUMAN RESOURCE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position responsible for assisting in the administration and overseeing of employee benefits, employee relations, job evaluations, salary plans, contract administration and negotiation, training of personnel, affirmative action, long-range staff planning, work safety coordination, and personnel functions. Duties also include responsibility for assisting in the planning, implementation, and evaluation of a wide variety of personnel policies and functions. Work is performed under the direct supervision of the Human Resource Director with wide leeway allowed for the exercise of independent judgment in the performance of duties. Supervision may be exercised over subordinate staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinates GASB 45 service, including acting as liaison between school districts and actuarial firm with data collection, format submission, contract benefit interpretation, retiree liability, review of reports for accuracy, presentation of data, annual maintenance, and updates;

Serves as a resource person for labor relations including the administration of contracts with employee bargaining units and assists in negotiating contract settlements;

Analyzes existing agreements to improve the wording and understanding of such documents;

Assists all administrators and/or department heads in the disciplinary process provided for in the union contracts and/or legal procedures and may assist with investigations of incidents;

Assists all administrators and/or department heads in the grievance process provided for in the union contracts;

Represents agency through mediation, fact finding and legislative hearings before PERB and other government bodies;

Assists in the overseeing and facilitation of submission of required documentation as required by Civil Service Rules and/or State Education Department for personnel transactions, payroll certification, classification or reclassification of positions, required licenses and certifications, etc. as well as applying for teaching certificates and coaching certificates;

Assists in the administration of salary plans, attendance rules and contracts with employee bargaining units;

Establishes, evaluates and carries out recruitment programs;

Represents the agency on personnel-related matters to the public, government officials and professional groups;

Maintains close working relationships with all public agencies;

Conducts special studies on development of programs, impact of proposed decisions, organizational changes, and legislation affecting personnel activities;

Assists in negotiations for insurance policies and benefits;

Works closely with administrators and/or departments in the administration of benefits and retirement programs, administration of internal policies as they pertain to personnel and the administration and interpretation of laws as they pertain to personnel and labor relations;

Assists in administering contracts with employee bargaining units.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles, practices, and techniques of personnel administration and labor relations;
- Good knowledge of theory, procedures, and techniques involved in collective bargaining, arbitration, grievance handling, and other aspects of employee relations;
- Good knowledge of public administration as it applies to local government;
- Knowledge of and ability to interpret the New York State Civil Service Law, local Rules and Regulations, Taylor Law, and other regulations affecting public employment in New York State;
- Knowledge of contract administration and personnel management;
- Knowledge of Federal and State codes and laws relating to municipal personnel staffing requirements and equal employment opportunity;
- Ability to understand and interpret complex written material;
- Ability to express oneself clearly and precisely both orally and in writing;
- Ability to establish and maintain effective working relationships with employees at various levels of government and with the public;
- Ability to supervise the work of others.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in labor relations, human resources, business, or personnel administration or closely related field and one (1) year of experience in human resource administration, personnel administration, labor management, labor relations, or health insurance administration; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in labor relations, human resources, business, or personnel administration or closely related field and three (3) years of experience in human resource administration, personnel administration, labor management, labor relations, or health insurance administration; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.