

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: February 27, 1986
Revised: June 11, 2010

PERSONNEL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position charged by law to administer and oversee compliance with the technical provisions of the Civil Service Law and Civil Service Rules and Regulations for Clinton County and all its civil divisions including towns, villages, school districts, special districts, and the City. Duties also include responsibility for planning, implementing, and evaluating a wide variety of County human resource and labor relations functions and programs. The Human Resource Program is administered according to law and general policies set by the Clinton County Legislature with wide leeway allowed for the exercise of independent judgment in the performance of duties. Direct supervision is exercised over all Department of Personnel staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interprets and applies Civil Service Law in the formation of policies and procedures;
- Oversees the establishment and administration of a comprehensive classification plan, including classification of positions and preparation of job specifications;
- Oversees the establishment and administration of a testing program for the County and all civil divisions;
- Maintains close working relationships with municipal public agencies in the County, and acts as a consultant on Civil Service issues for municipalities as well as County departments;
- Certifies payrolls for classified positions in County Government and municipalities under the jurisdiction of the department;
- Oversees the amendment of Civil Service Rules and Regulations for Clinton County, and conducts public hearing for changes to the rules for submission to the New York State Civil Service Commission for approval;
- Oversees the preparation of the annual report for State Civil Service and participates in the preparation of special reports for County, State, and Federal Government as required;
- Oversees the establishment and administration of the Human Resource Program for the County including hiring and disciplinary proceedings;
- Oversees the establishment and administration of employee benefit programs including health insurance, health insurance buyout, sick leave, vacation time, personal time, retirement benefits, Employees' Assistance Program, unemployment insurance, workers' compensation, the New York State Deferred Compensation Plan, flexible spending benefits, Sick Leave Bank, etc;
- Prepares and coordinates the monthly agenda for the Chairperson of the Personnel Committee on issues concerning personnel transactions and policy procedures, analyzes appeals for title and salary changes, and submits findings and recommendations;
- Prepares and coordinates the agenda items for the Chairperson of the Grievance and Labor/Management Committees as established in the C.S.E.A. Agreement for discussion and resolution of problems arising from interpretation of the contract and terms and conditions of employment;
- Works closely with union and county management officials as a resource person for labor relations and is a member of the County Negotiating team for contract settlements;
- Oversees the review and confirmation of County departments' personnel requests for annual budget submission to the Budget Officer for use in preparation of the County Annual budget;
- Conducts County salary, benefit, and special studies on development of programs, impact of proposed decisions, organizational changes, and legislation affecting personnel activities as required;

Personnel Director

Prepares and manages the Personnel Department's budget;
Establishes and manages various contracts needed to support the department operations and human resource functions such as: health insurance premium rates, unemployment insurance cost control, workers' compensation administration and cost control, IRS Section 125 Administration, pre-employment physicals, etc;
Oversees the announcing and filling of all County vacancies;
Oversees the maintenance of all County employee time records;
Administers the County Affirmative Action Program;
Represents the County on human resource matters to the public, government officials, and professional groups;
Investigates and makes recommendations regarding allegations of discrimination in the workplace for county employees;
Consults with the County Attorney on discipline/termination of County employees;
Assists County Department Heads in counseling or disciplinary procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and techniques of personnel administration as it applies to local government;
Thorough knowledge of the State Civil Service Law and local Rules and Regulations;
Thorough knowledge of the C.S.E.A. contract;
Ability to understand and interpret complex written material;
Ability to work with computer programs to generate necessary reports and input data;
Ability to express oneself clearly and precisely both orally and in writing;
Ability to establish and maintain an effective working relationship with employees at various levels of government and with the public;
Ability to plan and supervise the work of others;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration, Business Administration or closely related field and two (2) years of administrative experience involving policy decision making or personnel functions; 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, Personnel Administration, or a closely related field and four (4) years of administrative experience involving policy decision making or personnel functions; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.