

DIRECTOR OF EMPLOYEE RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level technical and administrative position responsible for the administration and delivery of traditional personnel services—not related to Civil Service—to County departments and employees. Under the general direction of the Personnel Director, this position may supervise the work of Senior Personnel Analysts, Personnel Analysts, Personnel Analyst Trainees, Senior Personnel Assistants, Personnel Assistants, Personnel Clerks and clerical positions engaged in contract administration, unemployment administration, orientation of new employees, records maintenance, policy implementation, assisting in annual County budget preparation, health insurance administration, and generally providing traditional personnel services not provided through Civil Service. In addition, this position is expected to provide technical services and advice in such areas as contract negotiations, policy development, and the development and expansion of new and existing personnel programs and activities. Although this position does not become involved with issues solely pertaining to Civil Service, the incumbent is consulted about those Civil Service issues which do overlap employee relations. Depending upon the assignment, this position exercises direct and general supervision over subordinates. Position has leeway in method of implementation of policies. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs, coordinates, and supervises the work of subordinates in the administration of the terms and conditions of employment with Ulster County;

Monitors and analyzes the effectiveness of employee relations in Ulster County, noting problem areas and developing solutions for review by the Personnel Director including the development of proposed County-wide policies and procedures;

Advises the Personnel Director of the proper methods and procedures related to the administration of employee relations in general, and specifically in Ulster County;

Consults with the Personnel Director about and assists in the planning of new programs and projects such as exit interviews, procedure manuals, employee newsletters, etc.;

Participates in, and directly supervises the more difficult and complex employee relations activities including contract negotiations and research;

Monitors and participates in the County grievance procedure, reviewing all actions recommended at first and second stage, representing the County at third stage and assisting at arbitration. This task involves limited authority to settle grievances at the third stage;

Communicates employment policies and procedures to County department heads, elected officials and employees through written correspondence and verbal communication;

Develops, organizes and administers training programs to County officials regarding such subjects as supervision, disciplinary actions, performance appraisal, management techniques, etc.;

Oversees training and onboarding of new hires;

Participates in policy development and implementation;

Attends a variety of meetings, explaining County procedures as needed;

Assists the Personnel Director in the preparation of the annual budget with emphasis on personnel costs;

Takes appropriate supervisory actions to change undesirable performance of subordinate employees through performance evaluations, counseling and, if necessary, Section 75 disciplinary actions after consultation with the Personnel Director;

May act for and in place of the Personnel Director in their absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the terms and conditions of employment in Ulster County; thorough knowledge of the practices and procedures of employee relations in Ulster County; good knowledge of modern public personnel administration; good knowledge of the practices and procedures of labor relations in New York State including the Taylor Law; good knowledge of the computer applications used in the administration of employee relations in Ulster County; good knowledge of the overall organization of Ulster County government; good knowledge of the New York State Civil Service Law and the Ulster County Rules for the Classified Civil Service; good knowledge of unemployment insurance administration in New York State; good knowledge of the modern principles and practices of supervision; ability to set up and conduct training programs; ability to write grant proposals; ability to plan and supervise the work of others; ability to supervise and prepare detailed reports; ability to communicate effectively with elected and appointed officials, employees and their representatives, and the public; ability to analyze and resolve complex problems; ability to deal effectively with union representatives in a confrontational situation; ability to make sound judgments regarding public personnel administration; ability to adapt to extensive and complex computer applications; professional and personal integrity; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public or Business Administration and one (1) year of responsible experience in public/personnel administration or contract administration; **OR**
- B. Possession of a Bachelor's degree and three (3) years of responsible experience in public/personnel administration or contract administration; **OR**
- C. Possession of an Associate's degree and five (5) years of responsible experience in public/personnel administration or contract administration; **OR**

- D. Graduation from high school and seven (7) years of progressively responsible experience in public/personnel administration or contract administration; **OR**
- E. An equivalent combination of training and experience as defined by the limits of A, B, C and D.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
2568 DIR EMP RE
Classification: Competitive
NUMGT

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