

DIRECTOR OF PERSONNEL SERVICES (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for directing human resource department operations, implementation of new programs and/or processes, and the maintenance of services of Ulster BOCES. The incumbent consults and advises administrators, provides information and serves as a resource to others, achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, policies and regulations. The work also involves responsibility for promoting Ulster BOCES' diversity, equity and inclusion goals, and serving as a member of the leadership team. The work is performed under the direct supervision of the District Superintendent. Supervision is exercised over clerical and/or paraprofessional employees. 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.

Administers a wide variety of personnel policies, processes and employment agreements (e.g.: health insurance, unemployment, employee benefits, retiree benefits, recruitment, selection, hiring, orientation, labor and employment contracts, compensation schedule, etc.);

Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.);

Coordinates and assists with the recruitment process including but not limited to: advertising vacancies, screening applicants, conducting interviews, making recommendations for hire, new employee orientation, etc.;

Monitors district staffing budgets, department budget allocations, expenditures and related financial activities;

Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. to develop new programs/services, ensuring compliance with legislative requirements;

Prepares a variety of statistical reports regarding the current state and projected future state of employee salary and benefit programs, and general human resource analytics;

Serves as the senior advisor to the District Superintendent on all issues regarding diversity, equity and inclusion defining clear goals and objectives throughout all aspects of the agency;

Assists with the investigation of grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.);

Collaborates with the Student Based Program Directors to annually review all curricular offerings and curricular resources to ensure compliance with BOCES diversity, equity and inclusion initiative;

Monitors a variety of processes (e.g. certificated and classified posting process & placements, interview schedules, substitute placement, personnel transfers, new employee orientation, departmental procedures, position control, unemployment claims, etc.), ensuring compliance with licensing, legal and/or administrative requirements;

Researches and implements professional development opportunities for administrators, faculty and staff in key areas related to diversity and inclusion;

Supports the preparation and ongoing research for the collective bargaining processes;

Measures the effectiveness of diversity initiatives and leads district discussions which support students, faculty and staff in advancing the diversity, equity and inclusion agenda;

Provides resources and expertise on access and equity, including knowledge of nondiscrimination laws, regulations, and policies and procedures for effectively responding to bias incidents;

Performs other functions as assigned by the District Superintendent or their designee.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of human resources administration, including employee benefit programs and labor relations; good knowledge of modern office practices, procedures and equipment including HR technology; good knowledge of State and Federal employment laws and applicable rules, policies and regulations; good knowledge of laws, rules and regulations concerning the recruitment process; good knowledge of laws regarding diversity, equity and inclusion; good knowledge of business arithmetic; ability to read and interpret complex laws and regulations including those dealing with civil service, unemployment insurance, retirement systems, health insurance, and diversity, equity and inclusion; ability to administer a wide variety of personnel programs; ability to communicate effectively both orally and in writing; ability to compile data and compose correspondence and reports from general instructions; ability to plan and supervise the work of others; ability to learn and use automated information systems; initiative; tact; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree and four (4) years of full-time paid, or it's part-time equivalent, Human Resource Generalist experience;
OR
- B. Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of full-time paid, or it's part-time equivalent, Human Resource Generalist experience;
OR

C. Graduation from an accredited college or university with an Associate's Degree and seven (7) years of full-time paid, or it's part-time equivalent, Human Resource Generalist experience;
OR

D. An equivalent combination of training and experience as described in A, B, and C above.

ULSTER COUNTY
2635 DIR PS BOC
Classification: Competitive
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Adopted: December 20, 2021