

PERSONNEL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a public officer position charged by law to administer the provisions of the Civil Service Law to the county and the civil divisions therein, including towns, villages, school districts and special districts. The Director is also the administrator of the county's personnel policies and functions involving professional administration of a wide variety of personnel functions including employee/ employer relations, onboarding and training, etc. The Personnel Director reports to the County Executive and administers the Personnel Program according to general policies of the County Legislature. Supervision is exercised over the professional, para-professional, clerical and technical employees of the personnel department. 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.

Exercises all the powers and duties of a Personnel Officer and is so designated and serves a term as provided for in Civil Service Law;

Administers the provisions of the New York State Civil Service Law, Civil Service Rules and Regulations for Ulster County and all municipalities within Ulster County, including towns, villages, school districts, libraries and special districts;

Provides certification for payrolls, as stated in Section 100-102 of Civil Service Law, by reviewing County and all municipalities' payrolls and confirming that the appointments are in compliance with law, rules and regulations;

Responsible for the sexual harassment and discriminatory harassment programs including the coordination of investigations and findings as promulgated by Ulster County policy;

Acts as an advisor to County Department Heads regarding a variety of personnel issues including policies and procedures and actions to be taken regarding individual employees;

Administers and oversees all proceedings of Section 75, removal and other disciplinary proceedings for County Departments;

Administers and coordinates all benefits programs and plans for current County employees and eligible retired County employees, including the Employee Assistance Program (EAP);

Oversees the unemployment claims and disposition thereof of former employees of the County;

Participates in the negotiation and interpretation of CBA contracts and agreements;

Represents the County with CBA grievances, improper practice charges and arbitrations procedures;

Recommends and processes the contracts for the Labor Relations firm that represents the County;

Oversees advertising for job openings;

Prepares the Personnel annual budget;

Interacts with/assists the Finance Department, particularly Payroll, with necessary information, and communication;

Interprets and applies the Civil Service Law in the formulation of policy and procedures;

Administers and coordinates the County and NYS Civil Service exam program, including certification of eligibles;

Administers and coordinates the onboarding process of new employees;

Establishes and administers a comprehensive classification plan;

Administers and coordinates job analysis, desk audits, job class specification adoptions and revisions, and maintenance of civil service job specification plan;

Administers a compensation plan and formulates and administers attendance rules as directed;

Enforces the terms and salary schedules of all collective bargaining agreements as well as the Personnel Policy for managers;

Administers and coordinates the Mandatory Training program for all County employees;

Maintains all records pertaining to Personnel/Human Resources matters;

Prepares various reports such as annual reports and monthly reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of administration particularly as applied to personnel administration; good knowledge of the legal environment of public personnel administration; good knowledge of public administration as it concerns local government; good knowledge of public sector labor relations; good knowledge of sexual harassment and discriminatory harassment laws, rules and regulations in the workplace; ability to understand and interpret complex written material; ability to express oneself clearly both orally and in writing; ability to establish and maintain an effective working relationship with employees at all levels of government and with the public; ability to organize, direct and coordinate the work of others; ability to prepare reports; honesty; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public, Business or Human Resources/Personnel Administration or related field and four (4) years of full-time paid experience in the public or private sector in personnel/human resources administration where supervision was a responsibility; **OR**

- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public, Business or Human Resources/Personnel Administration or related field and five (5) years of full-time paid experience in the public or private sector in personnel/human resources administration, which included at least four (4) years of experience involving supervisory responsibilities.

ULSTER COUNTY
4727 PERS DIR
Classification: Proposed Non-Competitive
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Adopted: February 5, 2021