

PERSONNEL OFFICER

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 officer 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, salary and attendance programs, etc. The personnel program is administered according to the 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.

Administers and coordinates the employee benefits and protection programs such as retirement, health insurance, life insurance and Workman's Compensation Insurance;

Participates in the negotiation and interpretation of employee/ employer contracts and agreements;

Acts as consultant for a wide variety of employee/ employer problems;

Maintains close working relationships with all public agencies;

Represents the County on personnel matters to the public, officials and professional groups.

After January 1, 1980 will also assume the following duties:

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

Establishes and administers a recruitment and testing program;

Establishes and administers a comprehensive classification plan;

Administers a compensation plan and formulates and administers attendance rules.

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; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a bachelors degree and four (4) years of full-time paid experience in the public or private sector in an administrative capacity, including at least two (2) years of experience involving supervisory responsibilities; **OR**
- B. Possession of a Masters Degree in Public, Business or Personnel Administration or related field and two (2) years of full-time paid experience in the public or private sector in an administrative capacity where supervision was s responsibility; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY
4730 PERS OFF
Classification: Non-Competitive
NUMGT

Adopted: February 23, 1979