

## ASSISTANT COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and in accordance with civil service laws and regulations, as well as departmental policies and protocols, an incumbent of this class is responsible for exercising programmatic supervision over an assigned area of operations within the Department of Human Resources. Responsibilities include participating at an executive level to assist in the formulation and implementation of policies and procedures to achieve program and organizational objectives, and to ensure that assigned operations are effectively integrated with other areas of the office. Duties also require incumbents to provide consultative services, technical advice and assistance to department heads, the Budget Office and the County Executive's Office concerning organizational matters, optimum staffing and job structure, and human resource and civil service practices. Incumbents of this class are also responsible for establishing, developing and maintaining frequent and substantive contacts with key management personnel, officials, and union representatives. Supervision is exercised over subordinate supervisors and/or managerial staff, as well as support and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers and directs the operations of an assigned organizational component of the department to ensure effective management and efficient expenditure of resources, as well as in attaining departmental and program objectives;

Reviews and approves staff recommendations relating to area of assignment requiring frequent and substantive contact with key managerial personnel and officials within the County and/or local jurisdictions;

Provides advice and guidance to County departments, municipal officials and management personnel on numerous, various aspects of human resource administration; ensures that information provided is correct and in accordance with civil service laws, rules, regulations, as well as departmental policies and procedure and protocols;

Discusses appropriate laws, rules, and procedures with representatives of New York State Department of Civil Service;

Designs and institutes management reporting systems within assigned area of responsibility, ensuring the needs and goals of the department are being served, and that such reporting systems are developed based on sound logic as well as supporting data that clearly supports actions;

Directs organizational and human resource studies for the purpose of advising management of the effective allocation of human resources;

Directs and develops effective human resources management strategies in cooperation with key management staff to ensure that operating problems on matters crossing organizational lines are effectively resolved;

Advises the Commissioner on matters effecting area of assignment as well as the overall management of the department;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Plans, directs and evaluates the work of assigned staff to develop their skills while also strengthening existing current abilities in order to increase job performance and in attaining unit and departmental goals;

Develops and implements management and program policies and procedures within the area of assignment;

Assists in dealing with employee associations, organizations or unions generally on any matter governing the terms and conditions of employment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and practices used in modern public human resource administration; thorough knowledge of applicable rules, regulations, policies and procedures as they relate to area of assignment; thorough knowledge of the organization of the department; thorough knowledge of the principles and practices of administrative supervision and decision making; good knowledge of the organization of those departments and jurisdictions serviced by the department; ability to identify critical problem areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations; ability to plan and manage the organizational activities of several components or functions; ability to organize and delegate work assignments; ability to assess the performance of assigned personnel and programs; ability to motivate assigned personnel and provide leadership; ability to communicate effectively both orally and in writing; ability to think analytically; ability to work cooperatively with related agencies, officials and personnel; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; leadership; tact; sound professional judgment; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of public human resource management experience.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in public, business, health, or human resource administration, or closely related field, may be substituted on a year for year basis for up to two years of the above stated experience.

NOTE: Satisfactory completion of an internship in Public Administration may be substituted for an equivalent amount of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0134  
Job Group: XV