

## ASSISTANT COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class exercises administrative and program responsibility for an assigned area of operations including the formulation and implementation of policies and procedures necessary to achieve program and organizational objectives in accordance with appropriate governing policies, regulations and laws. Frequent and substantive contacts with key management personnel and officials, is required and the ability to establish sound working relationships with such individuals is a prerequisite for the achievement of objectives and fulfillment of responsibilities. This class cooperates in top management functions of the department and ensures that assigned operations are effectively and appropriately integrated with other areas of the office. Administrative supervision is exercised over a number of managerial, professional and clerical personnel. Consultative services, technical advice and assistance is provided, for example, to department heads and Budget Office personnel concerning organizational matters, optimum staffing and job structure, and human resource and civil service practices to facilitate the achievement of departmental objectives. Extensive and substantive contacts occurs with key officials, managerial personnel and union officials. Supervision is exercised over subordinate supervisors and/or managerial staff, as well as support and clerical personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Administers and directs the operations of assigned organizational components of the department ensuring proper control, effective management, efficient expenditure of resources, and the attainment of departmental and program objectives;

Secures organizational approval for staff recommendations that entails frequent and substantive contact with key managerial personnel and officials;

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 for various programs in cooperation with key management staff ensuring the resolution of operating problems on matters crossing organizational lines and authorities;

Plans, directs and evaluates the work of assigned staff ensuring the development of skills and strengthening of knowledges and abilities necessary for effective job performance;

Advises the Commissioner on matters effecting assigned areas and programs and the overall management of the department;

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

Designs and institutes management reporting systems within designated areas of responsibility ensuring that logical basis and supporting data for such requests are clearly demonstrated;

Provides advice and guidance to department and local jurisdiction officials and management personnel generally on any aspect of human resource administration;

EXAMPLES OF WORK: (Cont'd)

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

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, e-mail and/or database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and practices used in modern public human resource administration; thorough knowledge of the goals and objectives of assigned organizational components and the department; 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; 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.