

## ASSISTANT DIRECTOR OF HUMAN RESOURCES SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class administers, supervises and coordinates the activities of subordinate staff in the maintenance and operation of a large automated payroll/human resource record system for both County departments and local jurisdictions. Responsibility involves providing technical and administrative direction in the processing, verification and approval of transactions affecting the employment and pay status of all county and local employees under County jurisdiction to ensure compliance with Civil Service Law, Westchester County Personnel Rules, labor agreements and administrative procedures. Work also involves assisting the Director in developing new policies and procedures, the review and evaluation of existing systems, policies and procedures, recommending modifications to improve operations, and generating complex reports based on available information in the automated system as required by department managerial staff. Regular contacts with departmental administrative staff to ensure the accuracy and appropriateness of transmitted data and also with IT staff on the technical aspects of the operation of the record system are also functions of this position. Supervision is exercised over subordinate supervisory and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the day-to-day administration and supervision of staff responsible for the audit, input and maintenance of personnel/payroll transactions to ensure accuracy and compliance with Civil Service Law and Westchester County Rules;

Reviews and approves personnel/payroll transactions in various automated systems;

Provides consultation to office staff and high-level administrative personnel in various departments in the interpretation of County policy and civil service law as it relates to salary administration and civil service status;

Coordinates the operations and workflow of the Records Section with other divisions in the department;

Generates numerous, complex reports utilizing a computer system that must interface budget, payroll and personnel files to address various personnel and civil service requirements. These reports include, but are not limited to: State Annual and Monthly reports, Affirmative Action Annual Report, statistical reports used by the Director of Labor Relations during contract negotiations, etc.;

Develops and implements procedures for appropriate Records Management in accordance with established laws and regulations of the State Education Department;

Develops and maintains methods and procedures for improved utilization of automated systems, records and reports;

Supervises, assigns and prioritizes the work activity of staff to ensure the timely and accurate processing of human resource/payroll transactions such as new hires, promotions, demotions, salary adjustments, internal and external leaves, terminations, etc.;

EXAMPLES OF WORK: (Cont'd.)

Maintains and updates tables in the human resource information system;

Participates in meetings with management and administrative staff to analyze existing systems and policies and recommends new procedures and/or revisions in order to ensure maximum utilization of current and/or future resources;

Develops and implements payroll/human resource procedures and trains both internal and departmental staff in their implementation;

Trains staff members and representatives of other departments in the processing, retrieval and interpretation of data from a complex automated payroll/human resource system;

Manages special projects such as the Telework Selection Committee, detailed analyses of transactions in preparation for disciplinary hearings, researching and compiling data and information for the Law Department to assist in defense of litigation, etc., as assigned;

Acts as liaison with IT in identifying, analyzing and correcting problems relating to computerized Payroll/Human Resource roster files;

Identifies and corrects inaccuracies and discrepancies in employee records as well as numerous reports in computer files;

Oversees payroll certifications of local jurisdictions prepared by staff to ensure accuracy and compliance with Civil Service Law;

Responds to: Freedom of Information Requests, inquiries from the NYS Retirement System regarding current and former employees', civil service history and payroll history;

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 application and interpretation aspects of Westchester County Civil Service Rules as they apply to personnel transactions and payroll; thorough knowledge of the personnel records and systems in use in Westchester County, including practices and procedures; thorough knowledge of records administration within an automated data processing environment; thorough knowledge of the "Mapper" system; thorough knowledge of the department's automated and manual procedures and the application of the systems approach to improving information requirements; good knowledge of the provisions, applications, and interpretations of current contracts in use by Westchester County; ability to plan, supervise and direct the work of others; ability to interpret complex written material; ability to communicate clearly and concisely, both orally and in writing; ability to define program needs to computer systems analysts and computer programmers; ability to work well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to gather and analyze data and draw conclusions; creativity; tact; courtesy; reliability; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Associate's Degree and six years experience in the operation and utilization of a large automated personnel and payroll records system, two of which must have been at a supervisory level; or a Bachelor's Degree and four years experience as defined above, two of which must have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Public, Business, or Human Resource Administration or closely related field, or in Information Technology, may be substituted on a year-for-year basis for up to two years of the above stated general experience. There is no substitution for the two years of supervisory experience.

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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