

ASSISTANT PERSONNEL DIRECTOR - SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position uses independent judgment to assist the Personnel Director in managing Personnel functions for the Department of Social Services. Duties include recruitment and placement, employee relations, payroll and personnel record keeping, and ensuring compliance with civil service rules, regulations and procedures. Supervision is exercised over a number of personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in managing the Personnel function for the Department of Social Services;

Participates in planning for organizational and staffing needs;

Supervises the recruitment and placement of staff in accordance with Affirmative Action and Civil Service requirements;

Communicates with various supervisory staff on personnel needs;

Supervises a staff engaged in the technical, administrative and clerical functions including all types of personnel actions;

Coordinates procedures resulting in satisfactory processing of personnel actions and notifications to individuals and supervisors;

Assists in employee relations and labor relations matters;

Administers the employee performance evaluation program;

Coordinates inter-departmental transfers and promotions;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS AND ATTRIBUTES: Good knowledge of the general principles of modern public personnel administration, including recruitment, interviewing techniques and placement; good knowledge of New York State Civil Service Law and Westchester County Personnel Rules; ability to supervise a number of personnel including professional level personnel staff; ability to deal with officers, employees and the public in all levels and categories; ability to implement and coordinate personnel practices and procedures; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; sound professional judgment; initiative; courteous; tact; dependable; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of personnel management experience.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* in Public Administration, Business Administration, Personnel Management, Government or related field may be substituted for each year of the above experience up to two years.

NOTE: Experience obtained as an intern in public administration may be substituted for one year of the personnel management 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.