

## ASSISTANT TO THE COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Commissioner, incumbents of this class may review, analyze and make recommendations concerning any aspect of departmental operations, provide continuing evaluation of programs and needs, provide office management services, assume responsibility for implementing various programs or procedures, and will serve as an advisor to the Commissioner. Supervision is not normally a responsibility of this class although technical assistance may be provided to a number of personnel both within and outside the department. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts special and/or confidential inquiries and investigations for the Commissioner;

As designated by the Commissioner participates in the development and implementation of special projects in areas such as training, telework, incentives, recruitment, etc.;

Assists in the development, implementation, and on-going administration of human resource programs, systems or services;

Researches, gathers and compiles data for special studies and presents oral or written reports of findings and recommendations;

Attends administrative staff meetings and represents the Commissioner at a variety of meetings involving county or local personnel;

As delegated, relays directives to department staff and follows up on their completion;

Participates in meetings, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service law, rules and regulations;

May conduct interviews of job applicants or existing employees with apparent personnel problems;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of modern human resource administration; good knowledge of the organization and functions of County departments and local jurisdictions; good knowledge of the provisions of the New York State Civil Service Law and Westchester County Personnel and Civil Service Rules; good knowledge of the principles and practices of public personnel administration; skill in decision-making and problem solving to resolve issues in a timely manner; ability to identify human resource problems and formulate realistic solutions; ability to administer human resource programs, systems or services; ability to develop and maintain effective working relationships with department heads, local officials, management and administrative level staff, union

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Con't)  
representatives, etc.; ability to present factual, concise and clear oral and written reports; ability to gather and interpret data for decision making; ability to understand and carry out complex oral and written directives; ability to establish and maintain effective working relationships; ability to interview individuals for the purpose of assessing their qualities or securing information regarding problems; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; initiative; integrity; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* and four years of human resource experience, three years of which must have been at an administrative or managerial level in the government sector.

\*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.