

ASSOCIATE COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Human Resources, this position exercises managerial, administrative and program responsibility for multiple areas of operation including the development, review and implementation of policies and procedures to attain organizational objectives designed to achieve compliance with state mandated Civil Service requirements and County Human Resources provisions. Frequent and substantive contacts with key management personnel and officials are 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 is responsible for the formulation and implementation of significant policies relating to civil service administration, classification and compensation, salary administration, employee selection and development, and performance management. This position ensures that assigned operations are effectively and appropriately integrated with other areas of the office. Supervision is exercised over a large number of subordinate managers, supervisory, professional and support staff. Technical advice and assistance is provided to a large number of County and Local personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers and directs the operation of multiple areas of operation in the department ensuring proper control, effective management, efficient expenditure of resources, and the attainment of departmental and program goals and objectives;

Directs, through subordinate supervisory and managerial personnel, the classification and compensation of positions for the County Service;

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

Directs and participates in the development and revision of county job specifications; preparation of salary surveys, amendments to the pay plan, and position certifications; and takes part in Classification and Compensation Appeals Board meetings and out-of-title grievance procedures;

Directs organizational and human resource studies for the purpose of advising management of the effective allocation of human resources or the resolution of operating problems on matters crossing organizational lines and authority;

Directs the civil service examination program and all components of the examination process from the development of appropriate selection devices, setting minimum qualifications, recruitment and training of staff, through the administration of examinations and the establishment, maintenance and certification of all eligible lists, in accordance with Civil Service Law and Rules, negotiated agreements, Affirmative Action and Equal Employment Opportunity Laws and related laws, regulations and policies;

Coordinates with county and state examination units in order to provide accurate input for the development of valid examinations and eligibility criteria;

EXAMPLES OF WORK: (Con't)

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;

Assists in the development and enhancement of automated systems in support of the operations of the department;

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

Assists in the formulation of human resource policies affecting the County Service and/or local jurisdictions including revisions of the Westchester County Personnel Rules and Westchester County Civil Service Rules;

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

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 and Civil Service Administration; thorough knowledge of job evaluation and salary survey techniques; 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; thorough knowledge of the organization of those departments and jurisdictions serviced by the department; good knowledge of New York State Civil Service Law; 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, two years of which must have been at a supervisory level, and two years of which must have involved position classification and salary administration.

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 general 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.