

## COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive this class is responsible to faithfully carry out all provisions of statute and local law applicable to this position and also all valid requirements of the County Executive. Included among these responsibilities, for the County service, are the dual requirements to direct the administration of sound policies, programs and professional practices of human resource administration, consistent with the provisions of the Westchester County Charter, as well as discharging the powers and duties of a municipal civil service commission imposed by the Civil Service Law of the State of New York. This class is also responsible for the administration of Civil Service Law as it applies to the Cities of Rye and Peekskill and all Towns, Villages, School Districts and Special Districts within the County of Westchester. With respect to the administration of the Civil Service Law for the County, as well as the aforementioned local jurisdictions, this class is not a mere appendage to the State system but is an integral and yet independent facility enjoying substantial autonomy as to singularly local problems and solutions in this capacity. While this class is a local officer it is not a mere agent of the County but must act for the general public in carrying out the provisions of the Civil Service Law. The apparent dichotomy between a sound human resource management system and strictly adhering to the dictates of Civil Service Law are appropriately blended in practice, provided that seasoned and independent judgment is exercised by an incumbent of this class. Consistent with the provisions of the Westchester County Charter and New York State Civil Service Law an incumbent of this class is appointed by the County Executive with the advice and consent of the Board of Legislators for a six year term. An incumbent of this class is subject, after a public hearing, to removal for cause by the County Executive or by the New York State Civil Service Commission for incompetency, inefficiency, neglect of duty, misconduct or violation of the provisions of Civil Service Law after a hearing upon stated charges. This class has extensive substantive contacts with both elected and appointed officials, as well as top management personnel of all levels and branches of government and the general public. Administrative supervision is exercised over a substantial number of managerial, professional and administrative support personnel. Staff advice and assistance is provided to County departments and the many municipal units over whom Civil Service jurisdiction is exercised. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and recommends human resource policies and actions for the County service covering such areas as labor relations, position classification, compensation, salary administration, fringe benefits, equal employment opportunity and affirmative action, recruitment, civil service administration, employee training, performance management, telework, and organizational matters, subject to final approval by County Executive and Board of Legislators as required;

Develops and recommends overall human resources management strategies as part of the ongoing process relating to the overall planning, development and organization of County services;

Directs the development of recommendations concerning the terms and conditions of employment for all managerial employees of the County service;

EXAMPLES OF WORK: (Cont'd)

Participates in the labor relations program for the County service including contract negotiations and administration with all recognized bargaining units pertaining to all terms and conditions of employment consistent with provisions of the Taylor Law of New York State;

Oversees the development of policies and administration of the County's compensation program including rules of salary administration, changes in salary scales, individual allocations and fringe benefits, subject as appropriate to approval by the County Executive and Board of Legislators;

Oversees the administration of the classification program for the County service and local jurisdictions ensuring the title assigned to any position and its corresponding job specification is appropriate to work actually performed, that required knowledges, skills, abilities and attributes and training and experience requirements are those minimally needed to perform designated work;

Establishes jurisdictional classification for positions in local jurisdictions and makes recommendations to the State Civil Service Commission on jurisdictional classification for positions in the County service;

Directs the conduct of investigations concerning all matters touching upon the enforcement and effect of the provisions of the New York State Civil Service Law and all rules and regulations established thereunder including the Westchester County Civil Service Rules and has the authority to subpoena and require the attendance of witnesses and the production of books and papers pertinent to the investigation;

Develops and administers rules and procedures for implementing the New York State Civil Service Law, Westchester County Civil Service Rules and the Westchester County Personnel Rules including such matters as the maintenance of complete personnel records for all employees for whom this class is responsible, the review and certification of payrolls, the conduct of required public hearings, standards of employment and recruitment, employee performance standards and time and leave records;

Interprets the laws and rules and County personnel and human resource policies to department heads and appropriate local officials providing advice and assistance in reviewing and resolving employee grievances, as well as solutions of personnel problems;

Directs, at the discretion of this class, the head of any County department, office, institution or agency to provide such information and aid as may be necessary to faithfully perform the duties of this class, consistent with the provisions of the Westchester County Charter;

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

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principals, practices and legal framework of modern public personnel and civil service administration; thorough knowledge of the New York State Civil Service Law and Taylor Law and their application to local government; thorough knowledge of the organization and objectives of Westchester County departments; thorough knowledge of modern compensation theories and practices including job evaluation, salary administration and classification principles; good knowledge of trends pertaining to such human resource areas as labor relations, recruitment, performance management and appraisal, equal employment and affirmative action, telework, training, etc.; good knowledge of the principles and techniques of effective administrative supervision; ability to critically evaluate any program area in order to identify deficiencies or shortcomings and to formulate realistic solutions effectively integrating them into ongoing operations with minimum disruption; ability to plan, direct and evaluate the performance of assigned staff through subordinate supervisors; ability to provide effective leadership within assigned program areas and to delegate effectively and appropriately; ability to develop and maintain effective and harmonious working relationships with elected and managerial officials and employees at all levels; ability to speak and write effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; professional and personal integrity; sound professional judgment; tact; resourcefulness; good health.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) eight years professional experience in personnel work including five years involving compensation and salary administration, two years of which must have been in a public agency and three years of which must have been in a supervisory position; or (b) a Master's Degree\* in public administration, business administration, human resources management, industrial or labor relations, or psychology may be substituted on a year for year basis for the experience in personnel work or compensation and salary administration as specified in (a) above but for up to one year only for the experience in a public agency or supervisory position; or (c) a satisfactory equivalent combination of the foregoing training and 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.