

DEPUTY COMMISSIONER OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Human Resources, incumbents of this class act generally for and on behalf of the Commissioner consistent with the provisions of the Westchester County Charter, and directs the daily operation of major organizational and program components of the Department of Human Resources. This class is responsible to the Commissioner for the attainment of organizational objectives designed to achieve compliance with State mandated Civil Service requirements and County Personnel provisions. Towards these ends 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, employee assistance, records management, employee development, and performance management. Significant and frequent contacts occur with all key elected and managerial personnel of the County and local jurisdictions under the authority of the Commissioner. 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)

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

Directs, through subordinate supervisory and managerial personnel, the classification of positions for local jurisdictions;

Directs the development of rules of salary administration;

Directs and participates in the development and revision of 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, through subordinate supervisors, the maintenance of employee and position civil service records, including the certification of payrolls;

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

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

Directs 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;

Supervises the maintenance of the Rule Appendices pertaining to the jurisdictional classification of positions;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Advises the Commissioner, County Executive, Board of Legislators and appointing authorities on civil service administration;

Directs the preparation of and controls the annual operating budget for the department;

Participates in the overall management of the department to provide effective, coordinated, and responsive services to county departments and local jurisdictions;

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

Discusses appropriate laws, rules, and procedures with representatives of the 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;

Supervises the delivery of support services for the department;

Provides technical assistance to the Law Department in defense of County interests;

Consults on over-all planning and development of County Services with regard to human resources management;

Keeps abreast of current trends in human resource management, and of legal decisions and regulatory requirements affecting public 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 as used with a point evaluation system; thorough knowledge of New York State Civil Service Law; good knowledge of the goals and objectives of assigned organizational components and the department; good knowledge of the organization of Westchester County departments and agencies; ability to maintain effective working relationships with other officials and employees; ability to present clear and concise oral and written reports of findings and recommendations; ability to identify critical problem areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations; ability to train and supervise the work of others through subordinate supervisors; ability to organize and delegate work assignments; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; professional and personal integrity; initiative; resourcefulness; dependability; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years of public personnel experience, four of which must have been at a managerial or administrative level and involved position classification and salary administration.

SUBSTITUTION: Satisfactory completion of 30 credits* toward a Master's Degree* in public or business administration, industrial relations, human resources, or related field may be substituted on a year for year basis for up to two years of the general personnel experience.

NOTE: Experience obtained in an internship in public administration may be substituted for an equal amount of the above experience whether or not this internship was paid, but provided it was full time.

*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.