

DIRECTOR OF ADMINISTRATION – HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class provides the Commissioner and Deputy Commissioner of Human Resources with advice on a variety of public personnel management issues. These include Taylor Law and union/employee relations; and interpretation of various Federal regulations such as Fair Labor Standard Act, Family Medical Leave Act and Americans with Disabilities Act. This class also provides advice on New York State Civil Service Law regarding section 71, 72, 73, 75 and 76. An incumbent serves as principal liaison to the New York State Employees and Local Retirement System and provides advice and assistance to managers and employees with respect to retirement. This position also supervises the preparation and monitoring for compliance of all contracts entered into by the department for goods and services, serves as records access officer for the department, and is responsible for coordinating the response to Freedom of Information (FOIL) requests. Supervision is exercised over a small number of professional staff. Does related work as required.

EXAMPLES OF WORK (Illustrative Only)

Provides advice to County management personnel on a variety of employee relation's issues and problems ranging from labor contract interpretation to the applicability of various provisions of Civil Service Law regarding fitness for employment or continued service. This activity is normally conducted in conjunction with other professional staff such as the Law Department and constituent services agencies such as Office for the Disabled and VESID;

Serves as the department's principal liaison with the New York State Employees and Local Retirement System. Problems and issues handled include facilitating individual membership and benefit questions as well as coordinating countywide retirement incentive programs;

Supervises the preparation and compliance monitoring of all contracts entered into by the department, including insuring adherence to County purchasing procedures as well as those of the Board of Acquisitions and Contract and Law Department;

Provides administrative staff support to the Westchester County Ethics Board, including, but not limited to budget preparation and arranging for transcription services as needed. Supervises the distribution, follow-up, receipt and storage of Financial Disclosure Forms;

Serves as the Department of Human Resources records access officer insuring provisions of the New York State Freedom of Information Law are followed. Collects records, redacting as required, prepares correspondence and receives fees;

Oversees and responds to the subpoena of records by the Courts or individual attorneys;

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

Participates in the development and implementation of special projects, as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Schedules and makes arrangements for public hearings to amend the Westchester County Civil Service Rules including preparation of agenda, legal notices and required notifications, transcription services and formats resolutions for submission to the New York State Civil Service Commission;

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:

Thorough knowledge of New York State Civil Service Law related to rule making, transfers and reinstatements, and disciplinary proceedings; thorough knowledge of provisions of labor laws including the Fair Labor Standard Act, Family Medical Leave Act and Americans with Disabilities Act; good knowledge of modern human resource management practices including New York State Taylor Law; good knowledge of New York State Freedom of Information Law provisions regarding records disclosure; ability to plan and direct the work of subordinate professional staff; ability to communicate effectively both orally and in writing; ability to analyze complex employee relation issues and formulate realistic solutions; ability to establish and maintain effective working relationships; ability to understand and carry out complex oral and written directives; skill in the use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, speak, understand and communicate in English sufficiently to perform the essential functions of the position; sound judgment; tact; 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.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Masters Degree* in public, business or human resource administration or closely related field may be substituted on a year to year basis for up to two years of the above stated 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.