

DIRECTOR OF CLASSIFICATION AND COMPENSATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the implementation and administration of policies, practices and procedures in the delivery of personnel management services to County departments including the classification of County positions, organizational needs, personnel practices, compensation, job evaluation and civil service administration programs. Extensive contacts with key managerial personnel in the County are required in order to attain objectives. Supervision is exercised over a number of professional and clerical support staff. Technical advice is provided to a large number of department and agency heads in the County. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements classification and compensation policies for Westchester County subject to the final approval of the County Executive, Commissioner of Human Resources, Budget Director and Board of Legislators;

Supervises the preparation and distribution of all new and revised specifications in accordance with to established standards;

Prepares recommendations and appropriate justifications to be submitted to the Board of Legislators with respect to new titles and salary grade allocation changes;

Provides technical assistance to the County Managers in reaching organizational needs, staffing, salary administration and position classification and grade allocation;

Supervises professional personnel in the analysis and recommendation of title classification and salary allocation of all new and existing positions;

Directs studies of individual or group classification or salary appeals insuring evaluation and analyses adhere to standards of equal pay for equal work and organizational needs to maintain a stable workforce;

Coordinates activities with the Personnel Records Section related to the approval of personnel transactions and the maintenance of personnel records to insure the accurate recording of personnel data and management records;

Coordinates activities with Exams Unit staff to insure the appropriate development of examination scopes, promotional qualifications and other related issues;

Directs, plans and evaluates the work of assigned professional and clerical personnel;

Provides leadership and instruction to staff to insure that unit activities meet departmental objectives;

Responds to requests for information such as salary surveys, pay practices, administrative procedures, contractual agreements, etc.;

May perform other incidental tasks, as needed;

EXAMPLES OF WORK (continued):

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of job evaluation, job analysis and salary survey techniques; good knowledge of state and local laws, rules, regulations, agreements and procedures governing the classification and compensation of positions, as well as, salary administration; good knowledge of the organization and operations of Westchester County departments and agencies; good knowledge of New York State Civil Service Law as it relates to position and jurisdictional classifications; good knowledge of Westchester County Civil Service rules, regulations, policies and procedures; ability to identify staffing problems and to formulate realistic solutions; ability to present clear and concise oral and written reports of findings and recommendations; ability to plan, direct and evaluate the work of professional and clerical personnel; ability to motivate employees and provide leadership; ability to establish and maintain effective working relationships with County and local officials and employees; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; professional and personal integrity; sound judgment; creativeness; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years professional experience in public sector (government) personnel administration, two of which must have involved position classification and compensation analysis.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in Human Resources, Labor Relations, Public or Business 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. There is no substitution for the specialized experience in classification and compensation analysis.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.