

## DIRECTOR OF HRIS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the administration, modification and maintenance of the automated human resource information systems used in the department. The incumbent is also responsible for the administrative review and recording of all personnel actions taken by the various County departments and local jurisdictions within the automated systems environment ensuring compliance with Civil Service Law, labor agreements and County Personnel rules and other applicable statutes by directing, and providing technical support in the development of management and automated information systems. The work involves on-going coordinated efforts with the other sections of the department, the Department of Information Technology, the Budget Office and Finance Department, as well as with departmental administrative staff and local jurisdictions. Equally important is the primacy of this position in managing the information systems support of departmental operations particularly as relates to system design, implementation, troubleshooting, staff training and equipment acquisition. Supervision is exercised over a large number of clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews and coordinates the administration of personnel transactions made by all appointing authorities including new hires, terminations of employment, promotions, transfers, leaves, salary adjustments, etc.; directs the annual certification of the County and Local payrolls;

Ensures that all personnel transactions are made in compliance with civil service law, rules and regulations; and in compliance with County personnel rules and contractual agreements;

Administers and directs the operations of the automated human resource system for all County and Local Jurisdiction employees;

Develops and maintains methods and procedures for improved utilization of automated systems, records and reports;

Develops and implements procedures for appropriate Records Management in accordance with established laws and regulations of the State Education Department;

Oversees the development of management information systems from automated personnel data as needed by other sections of the department, including Labor Relations, EEO, etc.;

Ensures compliance by departments and local jurisdictions with automated data processing requirements in processing Personnel Transaction Forms;

Oversees the training of departmental staff and other user departmental staff in the methods and procedures utilized in the entry and retrieval of data via PC's, microfiche and the "Mapper" system;

EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison between the department and the Department of Information Technology, as well as service representatives, in the acquisition, installment and maintenance of automated equipment (PC's, printers, microfiche, etc.);

Coordinates the operation and workflow of the records section with other divisions within the department (i.e., Local organization, County organization, exams);

Directs the audits of various programs related to department functions for accuracy (i.e. Job Class Codes, Budget positions, etc.);

Provides consultation to departmental administrators on the interpretation of County Personnel policies and procedures;

Participates on various committees to improve, standardize and upgrade department and County-wide systems and procedures as assigned;

Monitors and revises ongoing management information and reporting systems to ensure their continued appropriateness;

Ensures that all current and anticipated computerized information technology systems are consistent with departmental objectives;

Explores and implements procedures and techniques to improve all operations and work activities;

Develops systems for handling administrative and clerical detail and directs their execution;

Develops workflow analyses as required;

May monitor balances in the departments budget prior to approving requests for supplies and equipment;

May assist in the preparation of the departmental budget;

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

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of those aspects of Westchester County Civil Service Rules application and interpretation as they apply to personnel transactions and payroll; thorough knowledge with computer terminology and systems related to GHRIS, Mapper, and other systems used in the department; thorough knowledge of the personnel records and systems in use in Westchester County, including practices and procedures; thorough knowledge of the department's automated and manual procedures and the application of the systems approach to improving information requirements; good knowledge of records administration within an automated information technology environment; good knowledge of the provisions, applications, and interpretations of current contracts in use by Westchester County; ability to plan, supervise and direct the work of others, including subordinate supervisors; ability to define program needs to computer systems analysts and computer programmers; ability to gather and analyze data and draw conclusions; ability to interpret complex written material; ability to communicate clearly and concisely, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to work well with others; creativity; tact; courtesy; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) five years experience in computer systems analysis and design, two of which must have been in personnel management systems at the supervisory level; or (b) five years of personnel management experience, two of which must have involved computer systems analysis and design at the supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* may be substituted on a year for year basis for up two years of the above stated general experience. There is no substitution for the two years of specialized 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.

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