

DIRECTOR OF OPERATIONS (ENVIRONMENTAL PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this class exercises administrative and program responsibility for Environmental Facilities human resource operations including the formulation and implementation of policies and procedures necessary to achieve program and organizational objectives in accordance with appropriate governing policies, regulations and laws. Frequent and substantive contacts with key management personnel and officials is required and the ability to establish sound working relationships with such individuals is a prerequisite for the achievement of objectives and fulfillment of responsibilities. This class cooperates in top management functions of the department and ensures that assigned operations are effectively and appropriately integrated with other areas of the office. Administrative supervision is exercised over a number of managerial, professional and clerical personnel. Consultative services, technical advice and assistance is provided, for example, to division heads and other staff departments concerning organizational matters, optimum staffing and job structure, and personnel and civil service practices to facilitate the achievement of departmental objectives. Extensive and substantive contacts occurs with key officials, managerial personnel and union officials. Supervision is exercised through subordinate supervisors over a number of professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers and directs the Department of Environmental Facilities human resource operations for the Commissioner ensuring proper control, effective management, efficient expenditure of resources, and the attainment of departmental and program objectives;

Secures organizational approval for staff recommendations, which entails frequent and substantive contact with key managerial personnel and officials;

Directs organizational and personnel studies for the purpose of advising management of the effective allocation of personnel resources;

Directs and develops effective human resource management strategies for various personnel programs in cooperation with key management staff ensuring the resolution of operating problems on matters crossing organizational lines and authorities;

Plans, directs and evaluates the work of assigned staff ensuring the development of skills and strengthening of knowledges and abilities necessary for effective job performance;

Advises the Commissioner on matters of human resources as well as the overall management of the department;

Develops and implements management and program policies and procedures;

Designs and institutes management reporting systems ensuring that logical basis and supporting data for such requests are clearly demonstrated;

EXAMPLES OF WORK: (Cont'd)

Provides advice and guidance to department personnel on any aspect of personnel administration;

Discusses appropriate laws, rules, and procedures with representatives of 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and practices used in modern public personnel administration; thorough knowledge of the goals and objectives of the Department of Environmental Facilities; thorough knowledge of applicable rules, regulations, policies and procedures as they relate to department personnel functions; thorough knowledge of the organization of the department; thorough knowledge of the principles and practices of administrative supervision and decision making; ability to identify critical problem areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations; ability to plan and manage the organizational activities of several components or functions; ability to organize and delegate work assignments; ability to assess the performance of assigned personnel and programs; ability to motivate assigned personnel and provide leadership; ability to communicate effectively both orally and in writing; ability to think analytically; ability to work cooperatively with related agencies, officials and personnel; leadership; tact; sound professional judgment; 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 personnel management.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* in public, business, or health administration, or personnel management may be substituted for each year of the above stated 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.