

DIRECTOR OF PROGRAM DEVELOPMENT II (PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the administration and coordination of personnel management policies and procedures for a County department. This includes the administration of civil service laws and personnel rules, recruitment, selection, placement, performance appraisals, record keeping, labor relations, benefits, and related functions. Incumbents of this class determine appropriate personnel management practices in accordance with applicable laws, rules and regulations, and in accordance with departmental policies and priorities. Supervision is exercised over a number of support staff and consultation is provided to managerial and supervisory staff of the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises departmental personnel operations to ensure adherence to Civil Service policies and procedures;

Directs the administration and implementation of personnel and payroll systems and operations;

Represents the personnel function at departmental planning sessions of managerial staff;

Reviews all proposed new hires to ensure conformance with qualification standards and staffing needs;

Prepares the department's affirmative action plan and reports and represents the department as the Affirmative Action/EEO Compliance Officer;

Provides consultation and support to managers and supervisors on personnel practices, procedures, civil service laws, contractual obligations, effective labor relations, and affirmative action to ensure compliance to laws, regulations and policies;

Reviews organizational and staffing needs with managers and supervisors;

Supervises a staff engaged in the performance of technical, administrative and clerical functions involving personnel actions;

Coordinates systems resulting in satisfactory processing of personnel actions and notifications to individuals and supervisors;

Reviews, investigates and evaluates employee disciplinary problems to determine course of action to be taken, i.e., warnings or formal disciplinary charges;

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

In conjunction with the Department of Human Resources, coordinates and implements the summer employment program for the department;

Acts as representative of the department in the settlement of informal and formal labor grievances;

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

Coordinates inter-departmental transfers and promotions;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ATTRIBUTES: Good knowledge of the general principles of modern public personnel administration; good knowledge of New York State Civil Service Law and Westchester County Personnel Rules; good knowledge of payroll processing requirements; ability to coordinate personnel/payroll practices and procedures; ability to supervise and advise a number of personnel including professional level personnel staff; ability to deal with officers, employees and the public in all levels and categories; ability to implement and coordinate personnel practices and procedures; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; sound professional judgment; thoroughness; accuracy; dependability; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience where the primary function of the position was professional human resources administration in a public agency dealing with civil service, three years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's or Master's Degree* in Public Administration, Business Administration, Personnel Management, Government or related field may be substituted for one year of the above experience; there is no substitute for the supervisory experience.

NOTE #1: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

NOTE #2: Experience obtained as an intern in public administration may be substituted for an equal amount of the above experience for up to one year of 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 Department of Education as a post-secondary, degree-granting institution.

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Job Group: XIV