

DIVISION COORDINATOR (PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Vice President and Dean of Administrative Services of Westchester Community College, an incumbent in this class implements departmental objectives for the management of personnel including recruitment and placement, employee relations, personnel/payroll procedures, and the maintenance of all records in accordance with Civil Service law and County administrative procedures. This position serves at the executive staff level and also serves as a liaison with the County Personnel Office and other departments as necessary. Considerable leeway is given for the exercise of independent judgment and decision making. Supervision is exercised a small staff of professional and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates personnel staffing, recruitment, training and organizational needs by coordinating efforts with College Deans and/or departmental directors;

Implements Civil Service law procedures, County personnel rules and regulations, and College policies for effective personnel management;

Develops and implements internal procedures for the smooth and effective operation of the Personnel Division;

Implements and maintains procedures used to process required personnel/payroll forms;

Directs the interviewing and screening of job applicants, arranging for employment interviews with the appropriate staff members;

Maintains liaison with the County Personnel Office regarding examination announcements and scopes thereof by coordinating efforts with appropriate divisional personnel at the College;

Advises and assists division heads to ensure the consistent application of County and college personnel policies and procedures;

Confers with and assists employees and supervisory personnel with procedural guidelines and labor disputes, and works with division head in the resolution of issues as required;

Works with representatives of the County Personnel Office to develop, maintain or change the College's organizational structure and classification plan;

Performs departmental job audits and classification studies as requested by the Vice President and Dean, and pursues any changes in organizational structure with representatives of the County Personnel Office;

Maintains detailed, confidential files and records, and gathers information related to this information for inclusion to specific reports;

Works with supervisory and administrative personnel in the development and implementation of orientation, employee evaluation, and training programs;

EXAMPLES OF WORK: (Continue)

Performs special personnel related studies as directed;

Conducts and/or participates in in-depth studies of personnel issues, programs or projects, and recommends appropriate action to higher level staff;

Provides information to employees on issues such as benefits, retirement, time and leave policies and any other issues relating to personnel policies and procedures;

Plans, organizes and supervises the work activities of assigned staff;

Confers with the County Budget Office on the creation of new positions and funding thereof;

Represents the College as a member of the Affirmative Action Advisory Committee which implements and monitors the College's Affirmative Action Program;

Represents the College Personnel Office in contact with the public, students and other departments;

Attends meetings and conferences as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public personnel administration including the principles of job analysis and classification, recruitment, placement and training techniques, and the evaluation of employee performance; good knowledge of New York State Civil Service Law; ability to plan, coordinate and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective work relationships; integrity; tact; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Bachelor's Degree* and four years of experience in personnel administration; or (b) satisfactory completion of 30 credits towards a Master's Degree* in Business Administration, Public Administration or Human Resource Management may be substituted for each year of the required experience for up to two years of the experience as defined in (a); or (c) a satisfactory combination of training and experience as defined by the limits of (a) or (b).

*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.