

HUMAN RESOURCES PLANNER

GENERAL STATEMENT OF DUTIES: Develops and plans programs in the area of Human Resources; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction and guidance of the Human Resources Planning Group which is comprised of seven department heads (Health, Hospital, Mental Health, Labs & Research, Social Services, Office of Human Development and Community College), the incumbent of this class is responsible for the development and execution of in-depth research and analysis in various areas designated by the above mentioned Group. This involves interdepartmental planning for both long and short-range programs that affect the Human Resources area of County government. Responsibility also involves the development of viable planning processes that achieve a high level of coordination and informational flow between participating departments, and for the periodic review of the members of the Planning Group of the progress of various research efforts. Work is reviewed on a regular basis by the Director of Management Information Systems in the Office of the County Executive. Supervision may be exercised over a small number of professional and clerical staff members. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates planning relationships between the staffs of the various departments that comprise the Human Resources Planning Group and any additional staff assigned to the Planning Group;

Assesses existing resources to determine priorities and needs at the direction of the Human Resources Planning Group;

Prepares program goals and objectives over a designated period that reflect the policies of the Planning Group;

Analyzes various local, State and Federal legislation and programs relevant to the concerns of the Planning Group;

Prepares informational material and reports for distribution of the Planning Group;

Performs evaluations of various programs and service delivery systems that the Human Resources departments administer at the direction of the Planning Group;

Engages in the on-going reappraisal and updating of the County's human resources planning policies on an annual basis at the direction of the Planning Group;

Develops an orderly process by which planning activities can be coordinated and carried out in an efficient and timely manner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in county, municipal and regional Human Resources planning; good knowledge of the functions and activities of the departments within the County government involved in the delivery of human services; ability to perform analytical research and interpret planning data and statistical information; ability to write intelligible, comprehensive planning documents utilizing sophisticated research techniques; ability to deliver effective oral presentations; ability to coordinate and direct the activities of lower level planning staff; ability to define planning processes that accommodate the needs of the participating departments and coordinate all planning activities in the area of Human Resources; good judgment; tact; initiative; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree* and either (a) completion of the requirements for a Master's degree* in either Social or Human Resource Planning, Health Administration, Public Administration, Political Science, Sociology, Economics, City Planning or a related field and three years of progressively responsible experience in the Human Resource field, one of which must have been at the supervisory, administrative, consultative or executive level; or (b) five years experience as stated in (a), one of which must have been at the higher level as described; or (c) a satisfactory equivalent combination of the foregoing training and 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.