

PERSONNEL DIRECTOR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President of Westchester Community College, an incumbent in this position carries out the 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. Supervision is exercised over a number of assistants and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates with college division heads their personnel staffing, recruitment, training and organizational needs;

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

Implements the processing of required personnel/payroll forms and examination announcements in cooperation with appropriate divisional personnel;

Advises and assists division heads to insure the application of County and college personnel policies are uniformly administered;

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 the County Personnel Office on the development and maintenance of the classification and salary plans;

Performs departmental job audits and classification studies;

Maintains detailed, confidential records and files;

Holds exit interviews with employees leaving the service;

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

Carries out special personnel-related studies as directed;

Implements Civil Service Law in personnel management;

Plans and/or participates in the planning of special functions, award ceremonies etc., for college employees;

EXAMPLES OF WORK: (Cont'd)

Provides information to employees on benefits, retirement, time and leave policies and other benefits;

Confers with the Budget Office on the creation of new positions;

Develops and implements needed employee training programs;

Implements and monitors the College's Affirmative Action Program;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public personnel administration including the principles of job analysis and classification, methods of recruitment, placement and training, and the evaluation of employees performance; good knowledge of personnel records and forms; ability to organize work efficiently; ability to establish effective working relationships with administrators, supervisors, and employees; ability to communicate effectively, both orally and in writing; initiative in carrying out the responsibilities of the position; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) five years of personnel management experience; or (b) satisfactory completion of 30 credits toward a Master's Degree* in Business or Public Administration or Personnel Management or a related field may be substituted for each year of experience as required in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Satisfactory completion of an internship in Public Administration may be substituted for an equivalent amount of the required experience.

*SPECIAL NOTE: Education beyond the secondary 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.