

PERSONNEL DIRECTOR - MEDICAL CENTER

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class develops and implements personnel policies, practices and procedures at the Medical Center in conformance with Westchester County Personnel rules and procedures and New York State Civil Service Law. This involves all aspects of personnel administration including recruitment and placement, training, employee relations, personnel services and the maintenance of personnel records. Supervision is exercised over a number of professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults with hospital division heads on staffing, recruitment, training and organization;

Directs the interviewing and screening of job applicants and insuring the qualification of selected candidates;

Implements procedures for the processing of required personnel forms by divisional personnel;

Advises and assists hospital division heads in the application of County and departmental personnel policies and compliance to labor agreements;

Confers with supervisory staff of the Hospital to insure that personnel policies and practices are being uniformly administered;

Confers with and assists employees and supervisory personnel with various types of problems or complaints and develops solutions to resolve issues;

Works with the County Personnel Office, as required, on the development and maintenance of classification and salary plans;

Maintains personnel records for all employees in accordance with established regulations;

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

Plans and/or participates in the planning of special social, recreation or professional functions held at the Hospital;

Carries out special personnel related studies as directed;

Implements Civil Service Law in personnel management;

EXAMPLES OF WORK: (Cont'd.)

Assists employees with health insurance claims, retirement questions, and other employee benefits;

Attends conferences and may address professional, administrative or technical organizations for the purpose of obtaining candidates for present or future vacancies;

Works with Division Heads on problems involving organization, staffing, scheduling, turn over, and optimum utilization of personnel;

Confers with the Budget Office with respect to the creation of new positions, release of positions, organizational studies and changes, etc.;

Identifies goals and objectives of the personnel program in consultation with subordinate staff specialists;

Insures the maintaining of a complete file of current position descriptions and job requirements;

Develops and administers employee training programs at the Hospital;

Provides information on tasks, activities, skills, knowledge and abilities to the County's personnel staff to be used in job analysis and exam preparation;

Develops effective procedures for the review of probationary work performance and for the annual work evaluation ratings and appraisals;

Directs and coordinates personnel activities as part of the Hospital's Affirmative Action Program;

Supervises and develops procedures for surveying the agency work force, identifying racial and sex imbalances, evaluating the cause of such imbalances, and actively pursues an intensive recruitment program to correct deficiencies;

Develops internal procedures to insure effective communication of all personnel services to employees.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public personnel administration including the principles of recruitment, placement and training, and the evaluation of employees performance; thorough knowledge of problems arising in large organizations from both employee and management; good knowledge of personnel records and forms and of office procedures; thorough knowledge of administrative planning and supervision; ability to organize work efficiently; ability to establish effective relationships with administrators, supervisors and employees; ability to maintain effective liaison with administrative personnel in both the central personnel agency and the Hospital; ability to plan and supervise the work of others; ability to present reports and recommendations effectively both orally and in

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

writing; initiative in carrying out the responsibilities of the position; courtesy; tact; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and either (a) seven years of personnel management experience involving personnel administration, recruitment, labor relations, wage and salary administration, and/or employee benefits administration, two of which must have been at the supervisory level; or (b) satisfactory completion of 30 credits toward a Master's Degree* with major work in personnel management, public administration, business administration, health administration, or related fields may be substituted for each year of personnel management experience required in (a) exclusive of the supervisory experience; or (c) any equivalent combination of training and experience.

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