

PERSONNEL MANAGER - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position directs the personnel activities of the Playland Amusement Park. An incumbent is responsible for the overall personnel management of the facility with an emphasis upon recruitment, selection and training of personnel. This position is also responsible for employee relations, personnel and payroll services and the maintenance of all records required by Civil Service law and County personnel procedures and rules. Supervision is exercised over a number of clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Works closely with facility administrators in estimating personnel recruitment needs and with the central personnel agency in carrying out necessary recruitment activities;

Interviews and screens job applicants, arranging for employment interviews with the appropriate appointing officer;

Advises and assists management in the application of County and departmental personnel policies;

Confers with and assists employees and supervisory personnel where complaints and grievances cannot be settled at the unit level and works with the division head and the central personnel office in the resolution of questions when required;

Provides information to the Department of Human Resources, as required, for the review, development and maintenance of the classification and salary plans;

Maintains recruitment records for non-professional employees;

Holds exit interviews with employees leaving the service;

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

Carries out special personnel-related studies as directed;

Works under Civil Service Law in personnel management;

Works with division heads on problems involving organization, staffing, scheduling, turnover, and optimum utilization of personnel;

Coordinates the purchasing and distribution of uniforms;

Controls the issuing of identification badges and parking passes to employees;

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

EXAMPLES OF WORK: (Illustrative Only)

Records the sale of uniforms to concessionaires;

Processes Workmen's Compensation and Unemployment Insurance claims;

Executes progressive discipline procedures; supervises operation of the switchboard.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of problems arising in large organizations from both employee and management viewpoints; good knowledge of personnel administration including methods of recruitment, placement and training, and the evaluation of employees performance; good knowledge of administrative planning and supervision; knowledge of New York State Civil Service Law and Westchester County Personnel Rules; ability to organize work efficiently; ability to establish effective relationships with administrative officers, supervisors, and employees; ability to maintain effective liaison with administrative personnel in both the central personnel agency and the department; ability to present reports and recommendations effectively, both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative in carrying out the responsibilities of the position; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and four years of personnel management experience.

SUBSTITUTIONS: Satisfactory completion of 30 credits toward a Master's Degree* in Business or Public Administration, Personnel Management or a related field may be substituted for one year of the above experience.

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

West. Co.
J. C.: Competitive
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