

PERSONNEL ADMINISTRATOR  
(Village of Scarsdale)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village Manager, an incumbent of this position is responsible for the administration of personnel work, employee benefits programs and labor relations for the Village. Incumbents of this position are directly involved in labor negotiations; administration of employee bargaining unit agreements; and represent the Village's interests in employee grievances and other personnel, labor relations or benefits issues. The incumbent is expected to be knowledgeable in Federal/State laws, rules, and regulations relating to personnel work, civil service administration, and various employee benefits programs. This position has extensive contact with the public and other officers and employees in the jurisdiction. Incumbents may concentrate in certain personnel areas but are expected to be knowledgeable in all areas. Supervision may be exercised over a number of clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in labor negotiations with employee organizations by representing the interests of the municipality;

Prepares memorandums of agreements and calculates potential settlements;

Meets with union representatives to discuss and settle grievances;

Conducts salary studies on a periodic basis to determine comparability of municipal salaries to other jurisdictions and private industry;

Works with Westchester County Department of Human Resources in all matters involving civil service procedures;

Administers employee benefit programs;

Oversees the maintenance of employee personnel and benefits records;

Interviews applicants for appointment, reviews qualifications and makes referrals to department heads;

Reviews job assignments and positions impacted by technology and makes recommendations for organizational reorganization, use of more appropriate civil service titles, etc.;

Assists in developing and administering job training programs and acts as Director of Safety Committee;

Coordinates automated time and attendance records;

Develops administrative policy and procedures to ensure the recruitment and retention of the best available personnel;

Coordinates Worker's Compensation administration and records;

Monitors Federal and State legislation and implements changes as it impacts on personnel practices and procedures or employee benefits;

(Village of Scarsdale)

EXAMPLES OF WORK: (Illustrative Only)(Continued)

Acts as Risk Manager for the Village;

Procures general liability and workers' compensation insurance policies;

Performs a variety of related personnel, administrative and office management tasks;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of public personnel administration; good knowledge of position classification, generally; working knowledge of general principles and practices used in labor relations (e.g., contract negotiations, contract administration and interpretation); working knowledge of labor relations laws and current trends in the labor field; familiarity with the New York State Civil Service Law; ability to formulate and conduct special studies under general supervision; ability to deal with officials, employees and the public in all levels and categories; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative and judgment in the conduct of analyses; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and three (3) years of experience in personnel work such as professional recruitment and selection, planning and conducting employee orientation sessions, administering human resource policies (i.e. progressive discipline, time and leave), labor relations, benefits administration or job specification writing.

SUBSTITUTION #1: A Bachelor's Degree\* in Public Administration, Human Resources, or Business Administration may be substituted for one (1) year of the required work experience described above.

SUBSTITUTION #2: A Master's Degree\* in Public Administration, Human Resources, or Business Administration may be substituted for two (2) years of the required work experience described above.

SUBSTITUTION #3: An internship in public administration may be substituted on a month for month basis for the required work experience described above.

\*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 Department of Education as a post-secondary, degree-granting institution.

Village of Scarsdale (Excluded from Section 75 protection)

J. C.: Non-Competitive

1c

Job Class Code: 0168