

DIRECTOR OF PROGRAM DEVELOPMENT I (HUMAN RESOURCES ADMINISTRATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position performs advanced professional human resource functions related to the execution of various employee training and talent management programs, recruitment, performance management, succession planning and employee incentive and recognition programs. With input from appropriate experts, the incumbent will develop procedures and materials to ensure that staff is properly trained to ensure county operations comply with all Federal, State and local rules and regulations as they pertain to areas of responsibility, such as drug testing, FOIL and Section 55a appointments. The work requires the exercise of discretion and independent judgment in the interpretation of approved policies and methods. Supervision is not a regular responsibility of this class; however, the incumbent provides guidance and advice to administrative staff in county departments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults and advises department heads, or their representatives on the application, interpretation and implementation of Westchester County personnel policies and practices, along with New York State Civil Service Law, rules and regulation to ensure correct and consistent application and compliance in areas related to duties;

Serves as departmental EEO/AA and ADA compliance officer, under advisement from Office of EEO/AA, Office for People with Disabilities and/or County Attorney's Office. Also interfaces with departmental representatives to establish a Section 55A designation under NYS Civil Service Law;

Develops and delivers training for department representatives and/or supervisory staff on assigned policies and practices or special programs;

Administers the County's summer employment program, interfacing with departmental representatives and candidates to ensure smooth and timely on-boarding;

Organizes and conducts new employee orientation through the use of expert speakers on key topics to provide an overview of employee resources, county personnel policies, tools and benefits;

Monitors attendance, effectiveness and satisfaction with talent management and training programs to ensure that required personnel are receiving appropriate instruction on programs, tools and policies;

Administers County's tuition reimbursement program in accordance with established policies and procedures, and terms and conditions of collective bargaining agreements;

Maintains accuracy and currency of Westchester County policy and practices documentation in assigned specialty areas to ensure compliance with state and federal regulations and union contract provisions;

Participates in the development of procedures and practices for the processing and placement of employees in special employment programs;

Coordinates the County's Telework program including Telework training.

Administers workplace violence prevention program, including required review meetings and related trainings;

Interfaces with local colleges and professional organizations to assist in recruiting efforts for high volume application positions and non-traditional recruiting; posts announcements/opportunities on college websites and professional job boards;

Conducts onsite recruitment and information sessions at high schools and colleges and coordinates special recruitment activities for executive level positions and large-scale recruiting efforts;

Acts as a liaison with other agencies, organizations, departments and employees to coordinate and implement human resource programs that drive high morale, good will and community involvement, including employee discounts and employee recognition events;

Serves as records access officer for the department, in accordance with provisions of the New York State Freedom of Information Law;

Assists in scheduling and providing guidance to departments regarding medical services and drug testing procedures delivered by a third party vendor;

May participate in the development, training and on-going consultation regarding succession planning initiatives; collaborates with HR analysts, departmental representatives and leadership to appropriately establish succession plans for critical positions;

May prepare periodic reports to document statistics and formulate conclusions regarding county progress and compliance with various personnel programs and initiatives;

May assist in monitoring and processing departmental contracts with third party vendors;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of New York State Civil Service Law; good knowledge of modern human resource management practices; good knowledge of the principles and practices of public personnel administration; good knowledge of updates to Federal and State employee regulations in assigned specialty areas and how those changes would impact Westchester County policies and procedures; skill in planning and organizing work; skill in

decision-making and problem solving to resolve issues in a timely manner; skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; ability to identify human resource problems and formulate realistic solutions; ability to interpret and apply law, regulations and policies; ability to administer human resource programs, systems or services; ability to develop and maintain effective working relationships with department heads, local officials, management and administrative level staff, union representatives, etc.; ability to ascertain, organize and analyze facts, make valid comparisons and draw logical conclusions; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials, laws, codes, regulations; ability to handle sensitive material in a confidential manner; ability to lead, provide instruction and convey concepts in an effective manner in a group setting; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; creativity; tact; integrity; sound professional judgment; courtesy; leadership; neat personal appearance; positive customer service approach; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience where the primary function of the position was performing professional human resource functions which included organizational development, talent management, training and development or succession planning.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in Human Resources, Public Administration, or related field may be substituted on a year for year basis for up to two years of the above stated experience. Satisfactory completion of the Department of Human Resources Public Administration Internship program may substitute for the one year of the above stated 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.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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