

## GENESEE COUNTY

### DEPUTY HUMAN RESOURCES DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Human Resources Director is responsible for assisting the County Human Resources Director in the administration of all New York State Civil Service Law and Rules by performing a wide variety of personnel administration duties of a highly technical nature. The Deputy Human Resources Director performs position classification, compensation studies, recruitment, community outreach, and employee trainings. The incumbent may be called upon to assist with and provide confidential support with contract negotiations, workplace investigations, participate in disciplinary hearing and grievance proceedings. The Deputy Human Resources Director is responsible for gathering facts, interpreting situations and accurately and consistently applying Civil Service Law, Local Civil Service Rules, County policies and contractual language to the various human resources situations that occur. Work is performed under the general direction of the Human Resources Director, with wide leeway allowed for the exercise of independent judgement in carrying out assignments. In conjunction with the Human Resources Director, direct supervision is exercised over the activities of all office staff members. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Provides administrative oversight of the mandated Civil Service functions of Genesee County, including the supervision of subordinate staff in giving work assignments and reviewing results;

Performs research and gathers information to assist with contract negotiations, retirement benefits, salary plans, health plans, workers' compensation insurance and labor relations;

Interprets various Federal laws, New York State Civil Service Law, Local Rules and applicable contract language and applying it to personnel policy and procedures for all agencies under the jurisdiction of Genesee County;

Participates in the recruitment of candidates for open positions by preparing advertisements and announcements, contacting recruitment sources and networks, reviewing candidate qualifications and referring candidates to appointment officers.

Coordinates and tracks training programs for Genesee County staff;

Researches personnel problems, performs workplace investigations, and prepares a variety of reports and recommendations for the Human Resources Director;

Assists the Human Resources Director with contract negotiations, disciplinary hearings and grievance proceedings;

Ensures that appointments, promotions, removals, transfers and other personnel actions comply with Federal State and Local laws, rules, policies and procedures;

Provides education and information to department heads, supervisors, employees and the general public regarding the Civil Service process, civil service law, the local rules and policies;

Conducts individual, department-wide and jurisdiction-wide classification and compensation studies;

Analyzes job analysis questionnaires or duties statements, revises old or develops new specifications from the data obtained, recommends classification action to the Human Resources Director;

Monitors the NYS Unemployment Insurance report, appealing claims and attends hearings when appropriate;

Maintains the Civil Service Rules for Genesee County by making rule text changes and appendices amendments, creating Rules Resolutions, conducting public hearings and submitting such changes to the State for their approval;

Ensures compliance within the areas of Equal Employment and Human Rights and other applicable local, federal and state laws;

Assists the staff in charge of examinations with assessing the need, and appropriate type of examination by evaluating the adequacy of existing eligible lists and turnover within the classification;

As needed, administers a variety of written and performance tests;

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### **TYPICAL WORK ACTIVITIES CONTINUED:**

Assists with the maintenance of the Human Resources Department's section of the Genesee County web site;

May be called upon to serve as a back-up to personnel responsible for administration of the civil service examinations program in the absence of assigned staff;

May be called upon to serve as a back-up to personnel handling the front office duties in the absence of assigned staff;

Performs budgeting, accounts payable and accounts receivable duties if necessary;

Performs reading assignments, travels to seminars and workshops and maintains a current technical working knowledge of the various laws, rules and regulations that govern public personnel administration;

Reviews employment applications, reviews appeals of disqualified candidates and either overturns or upholds the initial determination with regard to the applicant's qualification for employment;

Serves as a member of committees as assigned;

Participates in the development and implementation of employee recognition programs and activities;

As requested, may attend legislative meetings and participate as needed in legislative proceedings;

Serves as the Human Resources Director in the absence of the Director.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and techniques of personnel administration as it applies to local government; Good knowledge of public personnel practices including position classification, examination administration, employee relations, public relations, performance evaluation, recruitment and affirmative action; Familiarity with New York State Civil Service Law and Collective Bargaining Agreements; Good knowledge of Federal, State, and Local Laws and regulations including wage and hour, FLSA, EEOC, ADA, Title VII, FMLA; Ability to develop, implement and coordinate a comprehensive human resources program; Ability to interpret, apply and explain rules and procedures; Ability to plan and supervise the work of others; Ability to maintain a high level of confidentiality at all times; Ability to communicate effectively, both orally and in writing; Skill in the operation of a variety of office equipment, computer hardware and software.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

### **MINIMUM QUALIFICATIONS: EITHER:**

A. Possession of a Bachelor's degree or higher in Public Administration, Business Administration or a related field AND three (3) years of full-time paid experience in personnel related work including, but not limited to, recruitment, job evaluation, and labor relations;

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**OR:**

- B. Possession of an Associate's degree in Business Administration or related field AND five (5) years of full-time paid experience in personnel related work including, but not limited to, recruitment, job evaluation, and labor relations;

**OR:**

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education AND seven years of full-time paid experience in personnel related work including, but not limited to, recruitment, job evaluation, and labor relations:

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 4/28/21

Revised 12/2/21, 1/30/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.