

HUMAN RESOURCES DIRECTOR-CITY OF BATAVIA

DISTINGUISHING FEATURES OF THE CLASS: The Human Resources Director is the head of the City of Batavia Human Resources Department. The Director will be responsible for overseeing major program areas within the department, including recruitment and retention and employee benefit administration, and supervision of staff. An incumbent will also be responsible for the administrative and other functions of the department such as budgeting and fiscal management, contract management, policy administration, wage and salary administration, labor law compliance and mandates, employee relations and workplace investigations. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Oversees the administration of employee benefit programs including health care and wellness programs, paid leave benefits, NYS Retirement System and Deferred Compensation program;

Develops, administers, reviews, and updates policies and procedures that fall under the responsibility of the Department, Ensure compliance with Federal, State, Local and NYS Civil Service Laws;

Responsible for the maintenance of all City personnel records within HRIS program and personnel files to include general employee files, payroll, benefits, confidential information and other required documentation. Ensures compliance with record retention requirements;

Responsible for recruitment and retention of a diverse and highly qualified workforce including interviewing, testing, selection and onboarding successful candidates;

Performs various labor relations activities which may include involvement with collective bargaining unit negotiations, contract interpretation, contract grievances, and others;

Plays key role in employee progressive discipline process and supporting staff across all departments;

Responsible for the administration of the City's leave programs ensuring eligibility and applicability to State and Federal regulations;

Administers and oversees City's Self-funded Worker's Compensation program ensuring compliance with Federal and State Worker's Compensation laws. Establishes employee return-to-work programs;

Responsible for conducting a wide array of workplace investigations, which may include claims related to workplace violence, discrimination, and others;

Coordinates and administers employee training and development programs;

Responsible for the preparation of and maintenance of departmental budget including cost analysis and planning for benefit plans and Workers Compensation;

Responsible for compiling financial data for the City's annual financial audit, deferred compensation audit and the actuarial study in accordance with GASB 45.

Administration of City personnel performance management program;

The above examples of duties are intended only as illustrations of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of personnel administration as it applies to local government; Thorough knowledge of public personnel practices including position, classification, examination administration, employee relations, public relations, performance evaluation, recruitment and affirmative action; Familiarity with New York 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; Skills in the operation of a variety of office equipment, computer hardware and software.

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KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS CONT'D: 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 hand 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. Specifically 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 in Human Resources Management, Public or Business Administration, Organization Development, Labor Relations or related field AND four (4) years of full-time paid experience performing at a management or administrative level in a Human Resources Director, Manager, Generalist or comparable role, of which at least two (2) years must have been in a supervisory capacity;

OR:

- B. Possession of an Associate's degree in Human Resources Management, Public or Business Administration, Organization Development, Labor Relations or related field AND six (6) years full-time paid experience performing in a Human Resources Director, Manager, Generalist or comparable role, of which at least three (3) years must have been in a supervisor capacity;

OR:

- C. Eight (8) years of full-time paid experience performing in a Human Resources Director, Manager, Generalist or comparable role, of which at least four (4) years must have been in a supervisory capacity.

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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.

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

Competitive Class

12/13/2021

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