

DEPARTMENT: HUMAN RESOURCES
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 16, 2023

FLSA Status: Exempt/Executive 11/16/2023

DEPUTY DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class has responsible charge over administrative staff in Human Resources, and daily administrative activities in Civil Service. This position involves responsibility for performing various technical phases of Civil Service and Human Resources administration including position classification, recruitment, examinations and personnel transactions. Duties also include responsibility for assisting department personnel by performing research to aid in planning, implementing and evaluating personnel policies, functions and statutory responsibilities. The incumbent works under the general supervision of the Personnel Officer and the Director of Human Resources (Director). Incumbent may act in the place of the Director and/or Personnel Officer in their absence, and has wide leeway for the exercise of independent judgment in carrying out duties in accordance with all local, state and federal regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Prepares and analyses job classifications by reviewing job classification questionnaires, conducting position audits, and preparing job specifications for adoption by the Personnel Officer;
2. Maintains the civil service classification plan;
3. Updates and amends the municipal civil service rules and appendices;
4. Explains the application of civil service law, rules and regulations to department heads, employees, union members, etc.;
5. Acts as a consultant to and corresponds with state officials, departments, and agencies within the jurisdiction of the Personnel Officer on matters regarding civil service law and civil service administration;
6. Monitors compliance to civil service law, the municipal civil service rules, union contracts, vendor contracts / agreements, county policies and procedures and applicable state and federal employment regulations;
7. Assists in planning new methods and procedures for the more efficient operation of the human resources and civil service functions;
8. Prepares required information and materials for the Personnel Officer's and Director's review;
9. Analyzes appeals for title changes and salary upgrades and submits findings and recommendations to the Personnel Officer and Director;
10. Conducts research studies on a variety of human resources and civil service issues including the maintenance of historical grievance and settlement files;
11. Oversees and participates in the maintenance of individual employment and position history roster files including the adjustments of relevant employee service dates;
12. Maintains a variety of civil service and human resources records, prepares reports, including the annual report to the State Civil Service Commission and correspondence related to the work;
13. Reviews applications for appointment, -employment, and examination and makes recommendations to the Personnel Officer and evaluates seniority bidding rights for union employees;
14. Reviews appointments, promotions, removals, transfers and other personnel actions for conformity and compliance with policy, legal requirements, and contracts;
15. Researches data to aid in a variety of civil service and human resources operations including payroll certification, eligible list certification, and position budget and employee headcount;
16. Provides administrative support for contract negotiation and implementations; including forecasting the impact of contract proposals, updating contract language, assisting in calculating retroactive payments, updating position management figures, inputting new salary and steps into payroll system, etc;
17. Creates, maintains, and updates forms, policy documents and procedures to ensure that there is consistency in the application of contracts, policies, budget and procedures.
18. Supports the annual positions budget process by setting up budget salary grades, create personnel worksheets, and collaborate with departments and budget on calculating personnel expenses.
19. Maintains and monitors position control records, general ledger allocations, and a list of positions that are co-terminus with grant funding and follow up with departments to ensure that grants are renewed and resolutions processed.
20. Calculates and updates annual salary schedule changes and maintains grade tables in electronic records management system;
21. Participates in implementation, testing, and troubleshooting of electronic Human Resources Information Systems and records management systems;
22. Monitors the payroll records to correct errors prior to payroll confirmation, identify accrual abuse and compliance with contract language and policies, to ensure employee deductions are correct, and healthcare contributions and eligibility is accurate;
23. Assists the Director and Personnel Officer in the public relations aspects of department, program development and in formulation of department policy;
24. Oversees staff development program for all department administrative staff;
25. Oversees all steps of exam administration and recruitment efforts.

DEPUTY DIRECTOR OF HUMAN RESOURCES CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of human resources and civil service administration including job classification, recruitment and selection; good knowledge of the state civil service law and municipal rules and regulations; good knowledge of proper practices, policies, procedures and techniques of public personnel administration; working knowledge of the organizations and functions of municipal government; ability to organize and maintain accurate personnel records and files; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both verbally and in writing; ability to analyze and solve complex problems; ability to plan, direct and supervise the work of others; ability to successfully direct people with diverse interests to work together for a common purpose; ability to secure the cooperation of others; ability to establish and maintain a professional relationship; ability to establish priorities; ability to maintain confidentiality; ability to maintain records and prepare reports; good judgment; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS: Four (4) years of full-time permanent status as Personnel Technician in the Niagara County Human Resources Department immediately preceding date of exam.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation with a Master's Degree in human resources management, public administration, business administration or a related field **and** three (3) years of full-time paid experience in human resources administration in either the public or private sector; **OR**
2. Graduation with a Bachelor's Degree in human resources management, public administration, business administration or a related field **and** five (5) years of full-time paid experience in human resources administration in either the public or private sector; **OR**
3. Completion of sixty (60) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees **and** seven (7) of the experience involving technical human resources work.

NOTE:

1. Degrees 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;
2. Human Resources certification awarded from 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 will be counted as one (1) year of experience;
3. Technical human resources work is defined to mean and is limited to experience in two or more of the following areas: job classification and compensation; personnel recruitment, or career counseling or placement; fringe benefit administration and labor relations and contract administration; supervision of personnel records department; or Civil Service administration. Clerical experience in support of the above human resources functions will not be acceptable towards meeting the minimum qualifications.