

Jurisdictional Class: Competitive
Adopted: September 23, 1987 as Personnel Technician
Revised: February 26, 2020

DEPUTY PERSONNEL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is highly technical and independent work performing a variety of functions in technical areas of public personnel and human resource administration such as data collection, contract administration, and benefit administration, research for contract negotiations, overseeing of the examination program, rendering assistance to county departments, civil divisions, employees, county retirees, and the public. This position also has responsibility for assisting in administering and overseeing compliance with the technical provisions of the Civil Service Law and Civil Service Rules and Regulations for all civil divisions that fall within the jurisdiction of the county including towns, villages, school districts, special districts, and the City of Plattsburgh. Duties also include responsibility for planning, implementing, and evaluating a wide variety of human resource policies and functions. The incumbent has the power to act for and on behalf of the Personnel Director. The work is performed under the general direction of the Personnel Director with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over the work of subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Interprets and applies Civil Service Law in the formation of policies and procedures;
- Maintains the comprehensive classification plan for the county and civil divisions, including classification of positions and preparation/revision of job specifications from data obtained by questionnaire, interview and/or audit;
- Reviews duties of proposed and existing positions for classification purposes;
- Oversees and supervises all aspects of the examination program for the county and all civil divisions;
- Assists in the review of applications for examinations or appointment and eligibility determinations with respect to qualifications;
- Assist with preparing and researching problems related to classification, appointments, and personnel transactions, jurisdictional classifications, examination processes, labor relations, contract interpretation, benefits, payroll certification, etc.;
- Confers with and acts as consultant for local government officials, county department heads, union officials, and employees concerning a wide variety of matters concerning labor relations, employee benefits, Civil Service Law, Clinton County Rules and Regulations, and personnel policies;
- Supervises and performs various phases of human resource and benefit administration for county employees, including benefits management of such programs as health insurance, sick leave bank, flexible spending plan, deferred compensation, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program, and other related benefits/programs;
- Plans new methods and procedures for more efficient operation of the Personnel Department and provides appropriate training to staff;
- Administers revisions to Clinton County Civil Service Rules and Regulations ensuring that all backup and required paperwork is completed for submission. Recommends jurisdictional classification changes to the Director, participates in the Public Hearing, formulates resolutions for amendments, and oversees in Civil Service Rules revisions upon State Civil Service Commission approval;
- Directly oversees personnel staff in planning, organizing, directing and coordinating the work of staff for efficient and effective operations;

Deputy Personnel Director

Functions as a resource for the Personnel Director in the negotiation of labor contracts, layoff procedures, preparation of materials for arbitration hearings, grievance proceedings, Public Hearings, and the Legislative Personnel Committee;

Provides guidance in employee disciplinary actions;

Performs evaluations of subordinate employees;

Oversees potential layoff actions and guides staff with appropriate procedures to follow;

Oversees and assists with a variety of personnel operations including eligible list certification, roster record maintenance, and payroll certification;

Assists in the preparation of the agenda and resolutions for the Legislative Personnel Committee;

Prepares, coordinates and finalizes the annual report and examination fee report for State Civil Service and assists in the preparation of other special reports for county, federal, and state government as required;

Assists in the certification of payrolls for classified positions in county government and municipalities under the jurisdiction of the department;

Participates in meetings with county employees regarding benefits into retirement;

Prepares Personnel Department payroll, leave time, and personnel paperwork;

May be involved in assisting with investigation and recommendations regarding allegations of discrimination or workplace violence for county employees;

Oversees the records retention and disposition processes for the office;

Oversees and acts as proctor in conducting examinations;

Works closely with IT to ensure all personnel documents are up-dated on internet, intranet and personnel databases;

Works closely with Clinton County departments to assist with recruitment, and advertisements;

Conducts studies as assigned by the Personnel Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Service Law and Clinton County Civil Service Rules and Regulations;

Thorough knowledge of practices, policies, and procedures of public personnel administration;

Thorough knowledge of principles of position classification techniques, examination administration, job evaluation, personnel transactions, salary administration, and benefits administration;

Good knowledge of employee relations, public relations, performance rating, and recruitment;

Good knowledge of the organization and functions of local government in New York State;

Good knowledge of county operations and functions;

Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to plan and implement special studies relating to civil service and personnel activities;

Ability to oversee and supervise the work of others;

Ability to analyze and organize data and prepare and maintain detailed records and reports;

Ability to establish and maintain effective working relationships with others and to deal effectively with the public;

Ability to communicate effectively both orally and in writing;

Ability to understand and follow complex oral and written instructions;

Ability to analyze and resolve complex problems;

Initiative;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of human resource experience which shall have included supervision; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Public Administration, Business Administration, Human Resource or a related field and four (4) years of human resource experience which shall have included supervision; or
- (c) An equivalent combination of training and experience as defined by the limits of (a), (b), above.

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.

NOTE: The following are examples of duties that would be considered when evaluating the above-required human resource experience: labor relations, recruitment, benefit administration, etc.