

## PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering the provisions of the Civil Service Law, Rules and Regulations, and for planning, organizing and directing a comprehensive County personnel program. The work is carried out in accordance with Civil Service Law, Rules and Regulations, and public personnel administration principles and techniques. The work involves full responsibility for the administration of Civil Service in County departments, towns, villages, school districts, and special districts, and for the planning, implementation and evaluation of all personnel functions related to County employees. The duties are performed with considerable independence and exercise of judgment within the confines of the Civil Service Law, Rules and Regulations, and the policies established by the County Legislature. Direct supervision is exercised over the work of all staff members assigned to the Department of Personnel. The incumbent's work is performed under the direction of the County Legislature and under the administrative direction of the County Administrator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers and enforces the provisions of Civil Service Law, Rules and Regulations for all

County departments and the town, villages, school districts and special districts within

the County;

Classifies all positions and prepares job class specifications;

Maintains accurate and current job class specifications for all positions;

Maintains ADA compliant job descriptions for all County employment positions;

Serves as the sole administrator of the official personnel records for County employees;

Administers recruitment programs for all positions in Civil Service;

Reviews all application forms for examination or employment and determines which

candidates meet minimum qualifications;

Administers all examinations and oversees the recording of examinations results, including

addition of veteran credits and seniority points;

Establishes, certifies, and maintains all eligible lists;

Administers the provisions of the approved wage and salary plans for County employees;

Periodically conducts surveys on prevailing wages and fringe benefits to determine if

adjustments are needed;

Administers and coordinates County employee benefit programs, including all health

insurance, retirement plans, and COBRA;

Administers new employee orientation for County employees;

Conducts exit interviews with departing employees;

Coordinates training for County employees on employment matters;

Supervises the maintenance of all County employee time records, including all forms of leave and compensatory time, and administers the County's Family Medical leave policy; Serves as the designated County Official to hear disciplinary grievances under the current  
unless the Legislature designates another employee as such;

Ensures compliance with all Federal and State regulations for public employment, including, but not limited to, the Fair Labor Standards Act, the Americans with Disabilities Act, Affirmative Action, Equal Opportunity Employment, and the Omnibus Transportation Employee Testing Act;

Reports regularly to the County Administrator, monthly to the Personnel Committee of the Legislature and annually to the New York State Department of Civil Service;

Prepares annual budget for the Personnel Department;

Maintain and updates the County's Employee Handbook;

Performs other personnel duties as assigned by the County Administrator and by the Personnel Committee;

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of professional personnel administration; thorough knowledge of Civil Service Law, Rules and Regulations and the Public Employees' Fair Employment Act (Taylor Law); good knowledge of the organization and operation of County government; ability to maintain effective working relationships with public officials, employees at various levels of government, and the public; ability to communicate well verbally and in writing; ability to understand and interpret complex written material; ability to perform research tasks and analyze data; ability to manage a professional personnel office and plan and supervise the work of others; good computer skills, good judgment; creativity; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four years of paid administrative experience that includes personnel as one of the areas of supervision.

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