

Department: Civil Service
Classification: Non-Competitive
Grade: Ungraded

SPEC DISK A4
DOCUMENT 29

PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving complete responsibility for the administration of the Civil Service Law, and other state and federal laws and regulations pertaining to public employment, involving technical and professional judgment in the performance of all aspects of a personnel program. The work involves responsibility for planning and directing a personnel program within the framework of the Civil Service Law for County departments, towns, villages, school districts and special districts service including examinations and appointment procedures, classification of positions and personnel problems, for the several agencies coming under her/his jurisdiction; forecasting manpower needs for management; administering employee benefit programs; supervision of subordinate, professional, technical and clerical staff; and serving as an advisor to the Board of Supervisors *on matters relating to employment terms, conditions, compensation and benefits for management and unionized employees.* In addition to the performance of duties for such a comprehensive program, the Personnel Officer is charged with related duties pertaining to employee negotiations, gathering salaries and personnel data as well as other administrative duties assigned by the County Board of Supervisors. There is general supervision and some administrative direction of the work by the County Board of Supervisors and/or the County Manager. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Responsible for the administration of the collective bargaining agreement, the Personnel Policy Manual, and benefit programs therein;
Required to attend all meetings of the Personnel Committee and the Labor Management Committee, as well as attend any other board or committee meeting upon request of the chairman thereof and/or the County Manager;
Assists the Board of Supervisors with *preparing for and conducting collective bargaining negotiations, as well as preparing and analyzing bargaining proposals; analyzing, responding to, and resolving grievances; preparing for and participating in judicial, arbitration, and/or PERB proceedings;* and such other duties as may be assigned by the Board of Supervisors and/or the County Manager.
Interprets and applies State and Federal labor and employment laws and regulations in the formulation of policy and procedures;
Establishes and administers a comprehensive classification plan, and a recruitment and testing program, in compliance with Civil Service Law;
Administers a compensation and benefits plans approved by the Board of Supervisors;
Formulates and administers attendance rules;
Evaluates departmental organization and need for new positions;
Represents the County on personnel matters to the public, officials and professional groups;
Assists department heads in *the handling and prompt resolution of grievances and complaints under the labor contract,* and other personnel problems;
Insures that contract terms are in accordance with the Taylor Law;
Represents the Board of Supervisors in *conferences with employees and union representatives in disputes involving the collective bargaining agreement, in proceedings before PERB involving unfair labor practices and questions concerning the representation of employees for the purpose of collective bargaining.*
Evaluates, in conjunction with Department Heads, the job performance of all employees on an annual basis.

PERSONNEL OFFICER - CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough working knowledge and understanding of New York Civil Service and Labor laws and Regulations, the Fair Labor Standards Act, the Americans with Disabilities Act, the Family Medical Leave Act, the Consolidates Omnibus Budget Reconciliation Act of 1986 relative to employment benefits, and other state and federal laws and regulations governing terms, conditions, compensation, benefits and rights of public employers and employees;

thorough working knowledge and understanding of the principles, practices and techniques of labor negotiations; thorough working knowledge and understanding of personnel administration; demonstrated ability to work cooperatively and effectively with people; good knowledge of public administration as it concerns local government;

ability to understand and interpret complex written material; the ability to establish and maintain effective working relationships among labor organization employees, union representatives and management; ability to express self clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- [a] Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the field of public administration or political science, industrial and labor relations, business administration or related fields and two years of experience in the field of personnel administration, business management, public fiscal administration, or labor relations; or
- [b] Graduation from a regionally accredited or NYS registered college with an Associate Degree in business administration, public administration, or related field and four years of experience as defined in (a) above.
- [c] Graduation from high school or possession of a high school equivalency diploma and seven years of experience as defined in (a); or
- [d] An equivalent combination of training and experience as defined by the limits of [a] and [b].

REVISED: 04/27/01