

DEPUTY DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Director of Human Resources assists the Director of Human Resources in planning, organizing, developing, directing, coordinating and evaluating the areas of labor relations, human resources administration, employee benefits, Civil Service compliance and administration of the Ontario County Department of Human Resources. The Deputy Director of Human Resources works under the general supervision of the Director of Human Resources with wide leeway for the exercise of independent judgement. The Deputy Director of Human Resources exercises immediate supervision over assigned staff within the Ontario County Department of Human Resources. The Deputy Director of Human Resources performs the typical work activities set forth below and other related duties as required.

TYPICAL WORK ACTIVITIES:

Acts as Administrator of the Ontario County Workers' Compensation Self Insurance Plan;
Assists in the oversight of Civil Service operations as directed by the Director of Human Resources which may include, but not be limited to:

- Classifying new positions and reclassifying existing positions;
- Maintaining the classification plan and preparing job descriptions;
- Providing counsel and training regarding Civil Service;
- Maintaining the Ontario County Civil Service Rules & Appendices;
- Certifying payrolls;
- Assisting with application review;

Assists in the oversight of County personnel and payroll operations which may include, but not be limited to:

- Assisting with day-to-day benefits issues;
- Assisting with benefit plan amendments;
- Assisting with selection of benefit providers and/or third party administrators for benefit programs;
- Resolving complex employee benefit issues;
- Assisting with the County payroll;
- Collecting data and providing recommendations regarding employee compensation;
- Overseeing the Employee Orientation Program;
- Overseeing administration of the Unemployment Insurance Program;
- Administering the Awards and Recognition Program;
- Assisting with County Succession Planning efforts;

Provides direct supervision to assigned staff with such work including, but not limited to:

- Providing day-to-day direction and oversight of work activities;
- Conducting performance appraisals;
- Training, coaching and counseling assigned staff;
- Making recommendations regarding corrective action and assisting the Personnel Officer with disciplinary action, as needed;
- Assisting with staff recruitment and selection activities;

Assists with operational analysis and improvements with such work including, but not limited to:

- Reviewing processes and procedures and looking for means of improving efficiencies in operations and making recommendations to the Director of Human Resources regarding same;
- Formalizing procedures and updating as needed;

Assists the Director of Human Resources with labor relations work with such work including, but not limited to:

- Reviewing collective bargaining agreements and outstanding labor-management issues to develop and recommend proposals for negotiations;
- Conducting surveys regarding matters pertinent to negotiations;
- Attending labor-management meetings as directed;
- Assisting with grievances as directed;
- Working on special labor relation projects as directed;

DEPUTY DIRECTOR OF HUMAN RESOURCESTYPICAL WORK ACTIVITIES: (Continued)

Acts for and in the place of the Director of Human Resources in his/her absence;
 May conduct employment investigations as directed by the Director of Human Resources;
 Prepares a variety of reports and records as directed;
 Assists with the preparation of the departmental budget;
 Performs other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of human resources administration involving wage and salary administration, employee benefits, employee performance appraisal, employee orientation, and employee effectiveness and morale; thorough knowledge of management and organizational principles and practices; good knowledge of civil service law; good knowledge of principles and practices of supervision; good knowledge of organizational structure, functions, operations, objectives and goals of the Department of Human Resources and its programs; good knowledge of State and Federal legislation and regulations affecting human resources administration; ability to prepare detailed and/or complex correspondence to explain and/or support employee and/or program decisions, policies and recommendations; ability to supervise in a manner conducive to full performance and high morale; ability to analyze information gathered for the purpose of developing recommendations and/or working decisions; ability to make oral presentations concerning human resources plans and programs; ability to maintain confidential information; sound organizational skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education as following acceptable educational practices with a Juris Doctor degree AND three (3) years of full-time, paid experience, or its part-time equivalent, in an administrative or managerial position which shall have included progressively responsible experience in human resource management, labor relations, labor and/or employment law, employee benefits administration or Civil Service administration; OR
2. Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education as following acceptable educational practices for a Master's Degree in public administration, human resource management, business administration, labor relations or related field AND three (3) years of full-time, paid experience, or its part-time equivalent, in an administrative or managerial position which shall have included progressively responsible experience in human resource management, labor relations, labor and/or employment law, employee benefits administration or Civil Service administration; OR
3. Graduation from a regionally accredited college or university or one recognized by the New York State Department of Education as following acceptable educational practices with a Bachelor's Degree AND five (5) years of full-time, paid experience, or its part-time equivalent, in an administrative or managerial position which shall have included progressively responsible experience in human resource management, labor relations, labor and/or employment law, employee benefits administration or Civil Service administration.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

ADOPTED: JULY 3, 2017

CIVIL SERVICE CLASSIFICATION: Pending Jurisdictional Classification