

ASSISTANT PERSONNEL DIRECTOR - HOSPITAL

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Personnel Director, the incumbent of this class is responsible for the implementation, interpretation, administration and coordination of Westchester Medical Center personnel management policies and procedures. These would include classification of positions, specification writing, administration of civil service law and personnel rules, recruitment and selection, performance appraisals, record keeping, labor relations, disciplinary procedures, workers compensation, benefits and general administration and management. Incumbents are responsible for ensuring compliance with civil service law, County Personnel rules and procedures, labor laws, contractual agreements, affirmative action goals, budgetary constraints, appropriate personnel and management practices, and applicable health regulations governing the staffing of hospitals. These duties require the establishment and maintenance of close working relationships with executive level and middle management positions, both at the Medical Center and in the County. Assignments in these positions cover the main hospital, Taylor Care Center, Psychiatric Institute and Mental Retardation Institute. A good deal of initiative is exercised in carrying out these duties within the limits of approved policy and procedures. Supervision is exercised over a number of Personnel support staff, and consultation is provided to all Medical Center administrative and supervisory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers and supervises the Personnel Management of the Medical Center and all its Divisions to insure conformance to personnel reporting and recording requirements;

Maintains a position vacancy control system to provide hospital managers with accurate, up to date information on the status of the work force and identifiable savings in the personnel budget;

Attends bi-weekly vacancy control meetings and makes recommendations on which positions to fill based on input from division directors and management objectives;

Reviews all proposed new hires to insure conformance to hospital procedures, qualification standards and staffing needs;

Provides consultation and support to Westchester County Medical Center managers, directors and supervisors on personnel practices, procedures, civil service rules, and contractual obligations;

Prepares and revises job specifications describing the duties and qualification requirements of position classifications and submits them for approval by County Personnel;

EXAMPLES OF WORK: (Cont'd.)

Prepares justifications for the creation or change in classification of budgeted positions to meet changing staffing needs and address recruitment problems;

Conducts salary surveys of comparable hospitals in support of reallocation requests for the approval of County Personnel and Budget Departments;

Reviews, investigates and evaluates employee disciplinary problems to determine course of action to be taken: i.e. warnings or formal disciplinary charges;

Prepares disciplinary charges to be prosecuted by the Law Department;

Prepares witnesses and evidence to be used in disciplinary hearings, and manages disciplinary cases through all steps of Section 75 procedures;

Acts as representative of the Medical Center in the settlement of informal and formal labor grievances;

Acts as Second Stage Hearing Officer in order to insure compliance to contracted labor agreements;

Trains and advises supervisory and management staff on effective labor relations, affirmative action, and personnel practices to insure compliance to laws, regulations and policies, and to effectively motivate the workforce;

Administers the Worker's Compensation program of the Medical Center to insure the effective and appropriate payment of claims of reported injuries, contacting employees and claim managers regarding claims, as needed;

Assists the Personnel Director in supervising the Personnel staff engaged in interviewing, benefits administration and records keeping.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and procedures of Personnel Management, labor relations and public administration; familiarity with Civil Service Law; familiarity with the organizational and operational structure and functions of a large hospital; ability to establish and maintain effective working relationships with executive managers, medical, administrative, and supervisory staff; interviewing skills; ability to evaluate position requirements; ability to communicate effectively both orally and in writing; sound professional judgment; tact; discretion; initiative; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and six years of personnel management experience involving personnel administration, recruitment, labor relations, wage and salary administration, and/or employee benefits administration.

SUBSTITUTION: Satisfactory completion of 30 credits toward a Master's Degree* in Personnel, Business, Public or Health Care/Hospital Administration or related fields may be substituted for each year of the experience required in (a); and satisfactory completion of an internship in Public or Health Administration or Hospital Administration may be substituted for an equivalent amount of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.