

PERSONNEL DIRECTOR - SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services, the incumbent of this class develops and implements personnel and payroll policies, practices, and procedures in the Department of Social Services in conformance with the Department of Human Resources' and the Department of Finance's' rules and procedures. This includes the administration of civil service laws and personnel rules, recruitment, selection, placement, performance appraisals, record keeping, labor relations, benefits and payroll administration and related functions. Supervision is exercised over a number of professional, clerical and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs all aspects of personnel and payroll administration for the Department of Social Services;

Works closely with the Commissioner of Social Services, executive management, and division heads on staffing, recruitment, employee relations, training and organization;

Directs the interviewing and screening of job applicants and insuring the qualification of selected candidates;

Directs the processing of required personnel actions by the appropriate divisional personnel;

Directs the maintenance of personnel and payroll records for all employees in accordance with established procedures and regulations;

Works with division heads on problems involving organization, staffing, scheduling, turnover and optimum utilization of personnel;

Attends conferences and may address professional, administrative or technical organizations for the purpose of obtaining candidates for present or future vacancies;

Confers with and assists employees and supervisory personnel with labor disputes or serves as second stage hearing officer in the settlement of grievances;

Participates as a member of management's team in negotiating terms and conditions of employment involving matters pertaining to employment within the department;

Works with the County Department of Human Resources as required on the development and maintenance of the classification and salary plans;

Confers with the Budget Department with respect to the creation of new positions, release of positions, organizational studies and changes, etc.;

Works with the Finance Department as required on issues with payroll reporting, paycheck issuance, etc...

Insures the maintaining of a complete file of current position descriptions and job requirements;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Supervises and develops procedures for the gathering of job information through the conduct of job audits, observation of ongoing facility programs and activities, conferences with supervisory and management staff, etc.;

Provides information on tasks, activities, skills, knowledge, and abilities to the County's personnel staff to be used in job analysis and examination preparation;

Supervises and develops procedures governing the submission of requests to the Department of Human Resources, for new positions and for changes in title and salary for existing position;

Provides effective procedures for the review of probationary work performance and for the annual work evaluation ratings and appraisals;

Directs and coordinates personnel activities as part of the Department of Social Services Affirmative Action Program;

Supervises and develops procedures for surveying the agency work force, identifying racial and sex imbalances, evaluating the cause of such imbalances, and actively pursues an intensive recruitment program to correct deficiencies;

Develops internal procedures to insure effective communication of all personnel services to employees;

Confers with supervisory staff of the department to insure that agreements are being uniformly administered, to obtain feedback on problems directly resulting from such agreements, and to avoid misunderstandings that might lead to employee dissatisfaction and grievances;

Develops and administers employee training programs and orientation for all new employees in the department;

Advises on disciplinary actions for the department and works with the County Attorney's Office in these matters;

Maintains table of organization for the department and develops and maintains a communication's system with division and units to insure promptness in filling vacancies as they occur;

Provides the Commissioner with statistical information required for periodic reports to other governmental agencies as well as current status reports on departmental staffing;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks as needed

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of personnel administration including the principles of job analysis and classification, methods of recruitment, placement and training, and the evaluation of employees performance; thorough knowledge of administrative planning and supervision; thorough knowledge of the New York State Civil Service Law and Westchester County Civil Service Rules; thorough knowledge of collective bargaining units and the benefits negotiated to all employees represented by the agreement; thorough knowledge of the payroll function including auditing, reconciling records and addressing issues and problems that arise; ability to organize work efficiently; ability to establish effective relationships with administrators, supervisors and employees; ability to maintain effective liaison with administrative personnel in both central office and the department; ability to analyze and present reports and recommendations effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; creativity; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) seven years of public personnel management experience involving personnel administration, recruitment, labor relations, wage and salary administration and/or employee benefits administration, three years of which must have been in a supervisory capacity.

SUBSTITUTIONS: Satisfactory completion of 30 credits toward a Master's Degree* in Personnel Management, Public or Business Administration may be substituted on a year for year basis for up to two years of the general experience. There is no substitution for the supervisory 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.

NOTE: Satisfactory completion of an internship in Public Administration may be substituted for one year of the required experience.

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Job Class Code: E0267
Job Group: XV