

## PROGRAM ADMINISTRATOR (HOSPITAL PERSONNEL)

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 County Medical Center personnel management policies and procedures of a highly complex and sensitive nature. Supervision is exercised over a small number of professional and clerical support staff, and consultation is provided to all Medical Center administrative and supervisory personnel on employee disciplinary policies and procedures. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Interprets Westchester County Medical Center policies and procedures;

Supervises all aspects of the Hospital Personnel Administration including recruitment, interviewing, administration of policies, practices and procedures, maintenance of detailed employee records and employee files, labor relations;

Provides assistance and support in other Westchester County Medical Center personnel areas and functions, as assigned;

Conducts the preparation and implementation of a formalized orientation program for staff newly appointed to department;

Participates in the Westchester County Medical Center employee training program, both formally as an instructor in training sessions and informally through one-on-one sessions;

Counsels Westchester County Medical Center employees on career goals and promotional opportunities available to them at the Westchester County Medical Center;

Administers the employee performance evaluation program;

Administers the implementation of New York State Civil Service and the Westchester County Personnel Rules and Regulations at the Westchester County Medical Center; provides counseling and interpretation to employees of their rights and protections under those systems;

Administers the implementation of the three labor contracts which are operative at the Medical Center, including coordinating administrative procedures with the Westchester County Personnel Office and the Medical Center management staff; provides detailed explanations of how provisions of the applicable contract affects employment status;

Administers the position posting program, providing employees with promotional opportunities, both at the Medical Center and in other County departments;

Coordinates inter-departmental transfers and promotions

EXAMPLES OF WORK: (Cont'd):

Selects and prepares various guidelines and materials relating to the benefits program to be used by members of the Personnel Division for the orientation of new and present employees;

Confers with appropriate staff members of the County Personnel Office on matters relating to their respective spheres of responsibility;

Confers with, advises and coordinates individual employee retirement programs.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and procedures of Personnel Management and Administration; familiarity with Civil Service Law, particularly as it relates to promotional and competitive civil service lists; familiarity with the organizational structure and staffing needs of a large hospital; ability to implement and coordinate personnel practices and procedures, particularly those related to staff development; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with all levels of employees, particularly medical professionals serving in an administrative capacity; sound judgment; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* and five years experience in Personnel Administration, which must have included the administration and supervision of employee policies, practices and procedures in a Personnel Office, two of which must have been in a hospital or other medical facility; or (b) a Master's Degree\* in Public Administration, Business Administration or Personnel Administration and three years experience as stated in (a) which must have included the two years of specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

\*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.

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J. C.: Competitive  
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Job Class Code: C1787  
Job Group: XII