

DIRECTOR OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Superintendent of Schools and/or Assistant Superintendent of Schools, the incumbent of this position is responsible for administering personnel activities for a school district covering professional and non-professional staff, including recruitment and placement; employee relations; employee benefits and the procedures and records necessary to administer the New York State Civil Service Law and New York State Education Law. Supervision may be exercised over a small number of clerical assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interviews and screens job applicants and arranges for employment interviews with the appropriate supervisor;

Provides assistance and advice concerning classification, recruiting, staffing, employee relations, etc. to various departments in the school district;

Maintains liaison with Westchester County Department of Human Resources as to classification of positions, existence of eligible lists, qualifications of personnel, and other personnel matters relating to civil service;

Reviews organization of the departments to provide advice on personnel needs and as a guide in classification of positions;

Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends;

Obtains, evaluates, and awards benefit contract bids;

Establishes and conducts employee orientation and training programs;

Prepares organizational charts of the various departments in the District;

Collects salary information paid by other organizations for developing school district salary scales;

Ensures legal compliance by monitoring and implementing applicable human resources federal and state requirements, conducting investigations, maintaining records, representing the school district at hearings;

Maintains management guidelines by preparing, updating and recommending human resources policies and procedures;

Assists in the preparation of the compensation plan for non-professional employees;

Conducts special studies on employee benefits, working conditions, and methods of work as requested and directed;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May supervise staff who support the personnel administration functions of the office;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of public personnel administration; good knowledge of the principles of public school administration; good knowledge of employee interviewing and interviewing techniques; good knowledge of position classification; familiarity with the New York State Civil Service Law; ability to formulate and conduct special studies; ability to deal with officers, employees, and public in all levels and categories; ability to plan and supervise the work of others; 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 and judgment in the conduct of studies and analysis; courtesy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three (3) years of experience in personnel work in one or more of the following activities: job classification, job evaluation, professional recruiting, specification writing, salary administration, or employee relations, including one (1) year at a supervisory level.

SUBSTITUTION: A Bachelor's Degree* in Public Administration, Business Administration, Industrial Relations, Human Resources Management or a closely related field may be substituted for one (1) year of the general experience; or a Master's Degree* in one of the aforementioned fields may be substituted for two (2) years of the general experience. There is no substitution for the one (1) year of 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 Department of Education as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.