

HUMAN RESOURCES MANAGER
(City of Peekskill)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for managing, administering, coordinating and supervising human resources functions for the City of Peekskill in areas such as civil service administration and reporting; employee benefits; personnel recordkeeping; labor relations; and policy and program development and implementation. The incumbent also coordinates personnel responsibilities in regards to recruitment, orientation programs, and employee professional development. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as a liaison with Westchester County Department of Human Resources on all reporting matters involving Civil Service law, regulations, procedures and paperwork;

Organizes and assists in the recruitment and interviewing of employees which may include establishing written procedures for internal job postings, promotion and reassignment processes; overseeing background and reference checks; and providing training and guidance to members of interview committees;

Develops and manages the City's New Employee Orientation Program to ensure that all employees are familiarized with the City's work environment, personnel policies and procedures and other related matters;

Manages personnel files and automated record-keeping for all City employees to ensure compliance with Civil Service laws and applicable labor regulations;

Maintains logs of work-related injuries and illnesses for all employees as required by federal and state labor laws and prepares all required forms and reports;

Reviews all current personnel forms and develops new personnel forms to be used as necessary;

Creates and maintains the City's Employee Handbook to ensure that all personnel policies and procedures are up to date by continuously monitoring and evaluating its contents;

Assists with the administration of professional development of employees by conducting needs assessment for training, coordinating training classes with outside vendors and assisting the City Manager with development and cost monitoring of department's training budget;

Conducts job evaluations and develops job descriptions to ensure both the effectiveness of each employee and that the descriptions accurately reflect current job assignments, duties and responsibilities;

Maintains regular contact with the City Manager and department heads to assist in mediating personnel related problems and to develop improved labor relations;

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

Assists Corporation Counsel in labor relations functions for the City of Peekskill, including gathering information for contract negotiations, grievance administration and disciplinary procedures;

Establishes and oversees an effective performance appraisal process for the City through monitoring various components of the program with department heads and providing training and guidance throughout the entire process;

Oversees the administration of employee leaves to ensure compliance with federal, state and civil service laws, City policies and collective bargaining agreements;

Administers employee benefits program including paid leave and insurance, and reviews all administration procedures for compliance with federal and state regulations, adopted City policies and collective bargaining agreements;

Interprets, applies and reviews federal and state labor laws and regulations that may apply to municipal employers to ensure compliance;

Prepares the Human Resources Department's annual budget figures for the City Manager's review;

Prepares and presents the Department's operation report to the City Manager's Office or City Council as requested;

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 public personnel administration principles, practices, procedures and terminology; good knowledge of the application and interpretation of Westchester County Civil Service Rules as they apply to personnel transactions and payroll; knowledge of New York State Civil Service Law; good knowledge of provisions of labor laws including the Fair Labor Standard Act, Family Medical Leave Act and Americans with Disabilities Act; good knowledge of modern human resource management practices; good knowledge of records administration within an automated data processing environment; knowledge of labor contracts as they apply to public personnel administration; knowledge of third party and medical provider billing and payment procedures; ability to effectively plan and organize work; skill in decision-making and problem solving to resolve issues in a timely manner; ability to deal with officials, employees and their representatives and the public; ability to analyze complex employee relations issues and formulate realistic solutions; ability to communicate 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; tact; courtesy; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Master's degree* in Public Administration, Human Resource Management, Organizational Development or closely related field and two (2) years of experience which involved human resources functions such as orientation programs, training and development, recruitment, benefit administration, career services, position analysis or job specification writing, one (1) year of which was at a supervisory level; or (b) a Bachelor's Degree* in Public Administration, Human Resource Management, Organizational Development or closely related field and three (3) years of experience as stated in (a), including one (1) year at a supervisory level.

*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.