

HUMAN RESOURCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Supervisor, Village Mayor or his/her designee, an incumbent of this position performs complex administrative and professional human resource functions for the Town or Village. The incumbent is responsible for the development and implementation of programs, systems, policies, procedures and services for the town or village and for the interpretation of these practices to their employees. The incumbent is expected to be knowledgeable in Federal/State laws, rules and regulations related to personnel work, civil service administration, and the recruitment, selection and retention of employees. Supervision may be exercised over clerical support employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the development, implementation, and on-going administration of human resource programs, systems and/or services;

Provides input regarding recent legislation in state and local law pertinent to departmental operations, policies and procedures;

Consults and advises Town or Village officials, department heads and employees on the application, interpretation and implementation of Westchester County Rules and New York State Civil Service Law, rules and regulations to ensure correct and consistent application and compliance;

Reviews, audits and follows up on a variety of civil service records, certification of payrolls, applications, and other documents;

Prepares and submits all Civil Service personnel transactions to Westchester County Department of Human Resources; establishes and maintains employee records and data for the town or village;

Serves as principal liaison with Westchester County Department of Human Resources insuring compliance with their requirements while securing approvals for Town or Village requests to further organization objectives;

Conducts and participates in salary and employment studies, makes recommendations to town or village officials and handles confidential matters as requested;

Acts as a consultant to the town or village with regard to appointments, promotions, discipline, terminations and other personnel issues;

Drafts, implements and updates procedural manuals and Employee Handbook, as needed;

Provides or arranges for in-house training to employees in areas of sexual harassment, discrimination, EEO, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Assists in the preparation of the annual budget;

Participates in meetings, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service law, rules and regulations;

Assists counsel and Town or Village officials in union contract negotiations with employee organizations, as required; handles employee grievances as a representative of the Town or Village with the Supervisor and/or labor counsel;

Monitors efforts to administer various employment practices and policies such as CDL medicals and drug testing, work place violence, Drug Free Work Place, Family Medical Leave Act, and employee safety including mandatory training;

Monitors third party administrator providing workers compensation program and claims management services for the Town or Village;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of public personnel administration; good knowledge of position classification; good knowledge of employee interviewing and selection techniques; working knowledge of specialized principals, practices and current laws of the New York State Civil Service Law; ability to formulate and conduct special studies under general supervision; ability to deal with officials, employees and the public in all levels and categories; 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 effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative and judgment in the conduct of 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 administration including job classification, job evaluation, professional recruiting, or job specification writing, including one (1) year at a supervisory level.

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

Towns & Villages
J. C.: Competitive
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Job Class Code: 0952