

PERSONNEL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for managing, administering, coordinating and supervising personnel functions for the jurisdiction in areas such as civil service administration and reporting, employee benefits programs, labor agreement compliance and policy and procedure implementation. The incumbent also coordinates the provisions of FMLA, Worker's Compensation and other leave policies and procedures in accordance with Federal, State and Local laws and related collective bargaining agreements; payroll auditing and reporting; and other areas as needed. Work is performed independently. Supervision may be exercised over clerical support personnel. 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;

Consults and advises department heads, employees or their representatives on the application, interpretation and implementation of Westchester County and New York State civil service law, rules and regulations to ensure correct and consistent application and compliance;

Advises employees with regard to benefits programs, retirement, worker's compensation, FMLA and other leave policies and procedures for the jurisdiction;

Administers employee benefits programs according to contractual agreement and supervises the coordination, maintenance and implementation of various employee benefits programs (i.e., medical, dental, vision, deferred compensation);

Establishes and maintains employee personnel and benefits records and files;

Updates procedure manuals and prepares bulletins notifying employees or retirees of changes in benefits;

Conducts salary studies on a periodic basis to determine comparability of municipal salaries to other jurisdictions or to the private sector;

Monitors position vacancies, verifies openings (through municipal budget and Westchester County Department of Human Resources), and prepares vacancy announcements and advertisements, when necessary;

Receives applications or resumes, pre-screens applications for appointment, may conduct preliminary interview, and forwards applications to department head;

May prepare municipal payroll, which includes calculations of payments, payroll deductions, tax reports;

Assists in negotiations with employee organizations by representing the interests of the municipality;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Audits and reconciles employee benefits accounts, computes billing for direct payees, calculates Medicare reimbursement and Worker's Compensation claims, and prepares vouchers for distribution of benefits expenses according to fund or budget allocation;

Prepares or supervises the preparation of various reports including attendance, health, retirement and State or Federal periodic reports;

Receives and records all accident and injury reports and coordinates Worker's Compensation claims;

Receives, reviews and approves applications for FMLA leave time to ensure eligibility and applicability to state and federal regulations;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public personnel administration principles, practices, procedures and terminology; good knowledge of the application and interpretation aspects of Westchester County Civil Service Rules as they apply to personnel transactions and payroll; knowledge of New York State Civil Service Law; 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 representative and the public; 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; and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and four (4) years of professional personnel experience which involved personnel functions such as: benefits administration, recruitment**, position analysis or job specification writing, including one (1) year of supervisory experience.

SUBSTITUTION: A Bachelor's Degree in Human Resource Management or closely related field will substitute for one (1) year of the experience described above. There is no substitution for the one (1) year of supervisory experience.

**DEFINITION: Recruitment is defined as experience where the primary focus of the position included at least two of the following elements: a) conducting job skill and experience needs analysis; b) leading candidate searches using such methods as job fairs, web-based

**DEFINITION (Cont'd):

advertising, professional networking, etc. c) participating in the screening and selection process; or d) conducting formal job orientation seminars or retention analysis.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.