

## **CONFIDENTIAL ASSISTANT TO THE COMMISSIONER OF PERSONNEL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized professional work involving responsibility for providing confidential support to the Commissioner of Personnel in support of mandated functions and labor negotiations, and for coordinating and monitoring special projects in accordance with specific policies and objectives. The work is performed under the direction of the Commissioner of Personnel and supervision may be provided to technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides recommendations to the Commissioner of Personnel regarding policies, procedures, and general administrative issues pertaining to statutory responsibilities for the administration of New York State Civil Service Law and the Rockland County Civil Service Rules, and responsibilities for the negotiation of labor contracts, human resources management, etc.;

Advises employees, department heads, elected officials, union representatives, etc., as assigned by the Commissioner of Personnel, regarding a variety of matters including but not limited to labor relations, contract interpretation, retirement, New York State Civil Service Law, training programs and initiatives, new and revised personnel processes and procedures, etc.;

Develops and implements special projects, as assigned by the Commissioner of Personnel, by gathering and exchanging information with others, reviewing services and processes, coordinating staff, scheduling meetings, making presentations, coordinating and/or managing employees, etc.;

Gathers information and performs research (e.g., Internet, contacts other counties, etc.) for a variety of matters including, but not limited to labor-related matters, human resources programs and/or projects, training programs and policies, lawsuits, grievances, New York State Retirement matters, personnel-related laws and regulations, etc.;

Analyzes existing policies and procedures, as assigned by the Commissioner of Personnel, and recommends revisions, new policies and procedures, etc., as appropriate;

Acts as liaison to appointing authorities, elected officials, union representatives, the public, and staff on behalf of the Commissioner, as assigned;

Represents the Commissioner in meetings, conferences, committees, etc., as assigned;

Participates in labor negotiations by attending meetings, gathering and analyzing pertinent information, coordinating meetings, analyzing and calculating costs, etc.;

Prepares a variety of reports, as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of public personnel principles and practices\*; good knowledge of New York State Civil Service Law and the Rockland County Civil Service Rules\*; good knowledge of the principles and practices of labor negotiations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to prepare reports and other materials from general instructions.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree and five (5) years of post-degree experience that substantially involved professional personnel/human resources experience (e.g., classification, recruitment, compensation, benefits, performance management, labor relations, labor negotiations, training).

### **NOTES:**

1. A Master's degree may substitute for two (2) years of the required experience.
2. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

(over)

\*To be demonstrated during the probationary period.