

HUMAN RESOURCES COORDINATOR (TOWNS)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of a complex nature which involves responsibility for all aspects of human resource administration including recruitment and placement, training, labor relations, compensation and benefits, adherence to civil service law, maintenance of personnel records and related functions. This includes developing and implementing human resources programs, systems, policies, procedures and services. General direction is received from the Town Supervisor and Director of Finance and supervision is provided to one or more clerical, paraprofessional or technical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements and is responsible for the ongoing administration of human resources programs, systems, policies, procedures and services for the town;

Develops, coordinates and completes special projects of a complex nature (e.g. Town pay equity, job evaluation studies) and presents findings both orally and in written reports to the Town Board, Town Supervisor, Director of Finance, union representatives, etc.;

Acts as liaison to Town departments in order to provide regulations and guidance and resolve Civil Service, labor contract and other human resources/personnel-related problems;

Represents the Department of Personnel at a variety of meetings, including but not limited to Town Board meetings, Labor and Management Committee and employee grievance committee meetings in order to explain and clarify various personnel matters and to act as a general resource person in the area of personnel;

Assists in creating and reviewing annual budget requests and in monitoring personnel related budget throughout the year;

Develops training programs as well as management tools for tracking employee and departmental performance according to measurable indicators and supports consistent assessment, management and recognition of employee performance;

Counsels and advises employees, retirees and prospective employees with regard to all aspects of job requirements and benefits and job related and/or personnel problems, including the interpretation of all personnel policies, procedures and labor contracts;

Identifies trends and new developments in the area of human resources in order to develop policies, procedures and programs;

Prepares reports, memoranda and correspondence, usually of a complex nature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Town governmental functions and organizational structure; thorough knowledge of job evaluation techniques; good knowledge of the principles and practices of personnel administration; ability to coordinate various aspects of diversified human resources/personnel-related projects; ability to prepare correspondence, written reports, policies and procedures; ability to understand and interpret NYS Civil Service Law, federal and state laws pertaining to Town employment and the provisions of labor agreements; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with a variety of individuals and organizations including, but not limited to the public, employees, department heads, Town legislative and union representatives.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree that included or was supplemented by at least thirty (30) credit hours in Public Administration, Business Administration, Human Resource Management, Industrial/Organizational Psychology or comparable curriculum and two (2) years of professional personnel/human resources/industrial relations experience in a public employment setting; or
2. A Bachelor's degree that included or was supplemented by at least thirty (30) credit hours in Public Administration, Business Administration, Human Resource Management, Industrial/Organizational Psychology or comparable curriculum and four (4) years of professional personnel/human resources/industrial relations experience in any employment setting.

NOTE: A Master's degree or higher in Public Administration, Business Administration, Human Resource Management, Industrial/Organizational Psychology or comparable curriculum may be substituted for one (1) year of experience.