

HUMAN RESOURCES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional human resources work of a complex nature that involves responsibility for coordinating a variety of human resources-related projects, and providing guidance regarding New York State Civil Service Law, federal and New York State laws that govern public employment, and labor contracts. General direction is received from the Commissioner of Personnel and work guidance may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, coordinates, and completes special projects of a complex nature (e.g. job Evaluation/compensation studies, labor relations and negotiations, New York State retirement projects, government restructuring, etc.) and presents findings both orally and in written reports; Interprets and provides guidance regarding the NYS Civil Service Law and the Rockland County Civil Service Rules and completes and provides guidance regarding NYS Civil Service-related functions, as needed (e.g., classification studies, Rules changes, layoffs, transfers of function); Writes County policies and procedures to implement laws (e.g. Family and Medical Leave Act, Security Guard Law, New York State Civil Service Law) and provides guidance regarding same; Completes research and surveys regarding a variety of matters including, but not limited to, labor negotiations and prepares reports regarding same; Acts a liaison to County departments in order to provide guidance and resolve New York State Civil Service, labor contracts and other human resources/personnel-related problems; Identifies trends and new developments in human resources, New York State Civil Service Law, labor laws, etc. and prepares reports and makes recommendations regarding same; Prepares reports, memoranda and correspondence, generally of a complex nature; May prepare training materials and provide training regarding New York State Civil Service Law, federal and New York State employment-related laws, labor contract provisions, and related matters. May represent the Department of Personnel at a variety of meetings, as assigned by the Commissioner of Personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County governmental functions and organizational structure; thorough knowledge of NYS Civil Service Law; ability to coordinate and complete 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 New York State laws pertaining to County employment; ability to establish and maintain cooperative relations with a variety of individuals and organizations including, but not limited to the public, employees, department heads, and union representatives; ability to complete research and surveys pertaining to a variety of matters, including labor negotiations.

MINIMUM QUALIFICATIONS: A Bachelor's degree that included or was supplemented by at least thirty (30) credit hours in Public Administration, Business Administration, Personnel Psychology, Organizational Psychology, or comparable curriculum and five (5) years of professional personnel/human resources experience (e.g., recruitment, training, labor relations, classification), two (2) years of which must have included administrative responsibilities as a major portion of the work.

(over)

NOTES:

1. A Master's degree or higher in Public Administration, Personnel Psychology, Organizational Psychology, or comparable curriculum may be substituted for one (1) year of the general experience.
2. Additional years of the required personnel/human resources experience may be substituted for college on a year-for-year basis, up to four (4) years of college. The two (2) years of experience that must have included administrative responsibilities*, as a major portion of the work is required.

*Administrative responsibilities shall be defined as those that involved the development of comprehensive policies and procedures (i.e, those for a department, division, company, unit of government with at least 25 employees), comprehensive project management, business planning, directing a human resources function, budget planning and preparation, strategic planning, and the development and implementation of human resources research projects. Supervisors are not administrators unless they have responsibility for the development of comprehensive policies and procedures, comprehensive project management, business planning, directing a human resources function, budget planning and preparation, strategic planning, and the development and implementation of human resources research projects as a major portion of their work.