

HUMAN RESOURCES MANAGER*

DISTINGUISHING FEATURES OF THE CLASS: This is professional supervisory work of a complex nature involving responsibility for the daily oversight and coordination of operations for one or more of the following personnel/human resources functions: classification, personnel/human resources transactions, labor relations, administration of aspects of the civil service system, recruitment, employee relations, training and development, employee benefits, etc. in accordance with applicable laws and rules. The work includes managing and developing personnel and human resources operations, ensuring legal compliance, responding to inquiries, resolving issues and collaborating with various stakeholders. Direction is received from the Commissioner of Personnel or a higher-level administrator and supervision is provided to technical, professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interprets New York State Civil Service Law, Rockland County Civil Service Rules and other applicable federal, state and local laws, including, but not limited to, labor laws and regulations (e.g., civil service, FMLA/EFMLA, classification, examinations, Equal Employment Opportunity ("EEO") matters, health insurance, employee benefits, labor relations, etc.);

Develops, implements and/or manages procedures and processes to ensure the effective administration and compliance of applicable federal, state and local labor laws and rules, and provides operational guidance and counsel regarding same;

Manages the dissemination of information and responds to inquiries from appointing authorities, elected officials, applicants, employees and the public, and resolves issues;

Conducts and/or oversees personnel/human resources related projects pertaining to operations and related matters (e.g., surveys, rule changes, annual report, process improvements, automation, etc.);

Supervises and directs staff assigned to the Department;

Develops, coordinates and conducts training programs for internal staff, appointing authorities, employees, applicants and members of the public;

May oversee the civil service hiring process, which includes the administrative and substantive review of applications submitted for civil service examinations and for non-examination employment opportunities to ensure candidates meet the minimum qualifications required of the position;

May supervise the process and procedures to schedule NYS administered and decentralized civil service examinations, manage special circumstances (e.g., alternate test dates, physical fitness examinations, medical and psychological examinations, etc.) and resolve related issues;

May manage the establishment and certification of eligible lists and canvasses resulting from such lists;

May oversee the administration and maintenance of HRIS systems and/or manage the processing of personnel transactions (e.g., appointments, terminations, reinstatements, civil service status changes, layoffs, etc.) and is responsible for payroll-related functions and approvals, including but not limited to, transactions, leave requests, time and labor, etc.);

May manage and approve classification procedures, including but not limited to, reviewing desk audit findings and related classification information including classification determinations, in the drafting and/or revising of job specifications in accordance with organizational objectives and procedures to accurately reflect current job duties and responsibilities;

May oversee and participate in recruitment and talent acquisition by collaborating with appointing authorities to identify and compile current and future hiring needs, develop and implement recruitment strategies for job opportunities and increased participation in civil service examinations;

May oversee the investigation of complaints of alleged work-related discrimination, sexual harassment and related statutory and policy violations (i.e., EEO, Workplace Violence) and prepares reports regarding such matters;

May correspond with the New York State Employees' Retirement Systems and New York State Department of Labor in order to exchange information, resolve problems, etc.;

(over)

May manage processes related to employee benefits and rights (e.g., health insurance benefits, extended sick leave, Family and Medical Leave Act (FMLA), New York State Unemployment Insurance, retirement, Americans with Disabilities Act (ADA), etc.);

May manage the administration and verification of health insurance coverage and eligibility for employees and retirees in accordance with the terms of collective bargaining agreements and coordinates with health insurance carriers to ensure accurate billing and related enrollee and plan data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional principles and practices of personnel and human resources administration; thorough knowledge of recruitment/selection, training and evaluating employees, job analysis and position classification; thorough knowledge of, and the ability to understand, interpret and apply laws and rules applicable to personnel and human resources processes and procedures; thorough knowledge of New York State Civil Service Law**; thorough knowledge of Rockland County labor contracts**; the ability to coordinate and complete diversified human resources/personnel related projects; ability to prepare reports electronically; ability to understand, interpret and evaluate complex information, data and written material (e.g., New York State Civil Service law, Rockland County Civil Service Rules, New York State and federal laws, labor laws, policies, manuals, guidelines, and regulations) as it relates to selection, classification, examinations, EEO matters, health insurance benefits, employee benefits, labor relations, contract provisions, etc.; ability to manage the application of Human Resources related software systems to Human Resources activities; ability to supervise professional, technical, and clerical staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees at various levels of government and with the public.

MINIMUM QUALIFICATIONS: A Bachelor's degree and five (5) years of managerial, administrative or professional level experience in personnel/human resources, which included at least two (2) years of direct oversight of staff engaged in two (2) or more personnel or human resources functions: recruitment and talent acquisition, selection, classification, job development, compensation and employee benefits, payroll, employee training and development, employee and labor relations, performance management, compliance, HRIS management, etc.

NOTES:

1. A Bachelor's degree or higher in Psychology, Industrial/Organizational Psychology, Labor Relations, Human Resources, Business Administration or a comparable curriculum may be substituted for one (1) year of the required general experience.
2. Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

*This reflects a retitling of Personnel Coordinator (Classifications and Transactions), Personnel Coordinator (Employee Relations), Personnel Coordinator (Employee Benefits), Personnel Coordinator (Examinations) and Human Resources Specialist.

**To be demonstrated during the probationary period.