

HUMAN RESOURCES MANAGER*

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and professional work of a difficult nature involving responsibility for the oversight and coordination of policies, practices, and procedures for a variety of personnel and human resources functions in accordance with applicable laws and rules. General direction is received from the Commissioner of Personnel or his/her designee and supervision is provided to technical, professional, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Interprets New York State Civil Service Law, Rockland County Civil Service Rules, New York State federal laws, and local laws, as well as applicable labor laws and regulations. Provides guidance and counsel regarding these laws and rules/regulations;
- Develops procedures and processes to ensure the effective administration and compliance of New York State Civil Service Law, New York State and federal laws, applicable labor laws, and local rules and regulations (i.e., civil service, FMLA/EFMLA, classification, examinations, Equal Employment Opportunity ("EEO") matters, health insurance, employee benefits, labor relations, etc.);
- Acts as a liaison to oversee the dissemination of information and responds to inquiries from appointing authorities, elected officials, applicants, employees, and the public and resolves problems;
- Conducts and/or oversees personnel/human resources related special projects, pertaining to government functions, and matters (e.g., surveys, rules changes, annual report, process improvement automation, etc.);
- Acts as liaison to the New York State Department of Civil Service regarding mandated functions (e.g., exam scope reviews, 211 waiver requests, scheduling and administration of competitive and non-competitive examinations);
- Supervises and directs staff assigned to the Personnel/Human Resources Department;
- 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.;
- May supervise the process and procedures to schedule NYS administered and decentralized civil service examinations and manage special circumstances (e.g., alternate test dates, physical fitness, medical and psychological examinations, etc.) and resolve related problems;
- May oversee the establishment and certification of eligible lists and canvasses regarding such lists;
- May oversee and participate in the processing of personnel transactions (e.g., appointments, terminations, reinstatements, civil service status changes, layoffs, etc.), responsible for payroll functions and approval including but not limited to transactions, leave requests, time and labor, etc.;
- May oversee, participate and approve classification procedures, including but not limited to reviewing desk audit findings and related classification information including making classification determinations, and in the writing and/or revision of job specifications in accordance with organizational objectives and procedures to accurately reflect current job duties and responsibilities;
- May oversee the investigation of complaints of alleged work-related discrimination, sexual harassment and work-related violations (i.e., EEO, Workplace Violence) and prepares reports regarding all Equal Employment Opportunity ("EEO") matters;
- May oversee and participate in processes related to employee benefits and rights (e.g., extended sick leave, Family and Medical Leave Act (FMLA), New York State Unemployment Insurance, retirement, ADA, etc.);
- May develop and coordinate the implementation of training programs (e.g., sexual harassment prevention);
- May oversee and participate in 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 assure accurate billing and other data points.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of professional principles and practices of personnel and human resources administration; thorough knowledge of staffing, 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, and the ability to coordinate and complete diversified human resources/personnel related projects; thorough knowledge of New York State Civil Service Law**; thorough knowledge of Rockland County labor contracts**; 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 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 relationship with employees at various levels of government and with the public.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Human Resources, Industrial/Organizational Psychology, Public Administration, Business Administration, or comparable curriculum and four (4) years of experience that included responsible (i.e., beyond the clerical level), technical, or professional personnel/human resource experience as a major function of the job.

NOTES:

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

*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.