

## **PERSONNEL COORDINATOR (EMPLOYEE RELATIONS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional work of a difficult nature that involves responsibility for the oversight and coordination of policies and practices regarding Equal Employment Opportunity (EEO) matters, training programs, and employee rights and benefits (e.g., collective bargaining agreements, New York State and federal laws regarding employee rights, etc.). The work is distinguished from that of a Personnel Specialist and Personnel System Administrator in the complexity of assignments and independent decision-making responsibilities. General direction is received from the Commissioner of Personnel and supervision is provided to technical and professional staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the investigation of complaints of alleged work-related discrimination, sexual harassment and related workplace violations in order to ensure compliance with federal and New York State laws and regulations, and County policies and procedures;

Oversees and participates in the preparation of reports regarding all Equal Employment Opportunity (EEO) matters;

Reviews policies and procedures regarding EEO matters, makes recommendations regarding changes to such policies and procedures, and develops procedures and processes, as assigned;

Interprets Rockland County EEO policies and procedures, as needed, and provides guidance to County departments in order to address and resolve EEO problems;

Develops and coordinates the implementation of training programs (e.g., sexual harassment prevention), and evaluates their effectiveness;

Acts as liaison to County departments, consultants, the Department of Law, etc. in order to ensure compliance with EEO policies and procedures, resolve problems, implement the resolution of complaints, provide guidance, etc.;

Oversees and participates in processes related to employee benefits and rights (e.g., collective bargaining agreement benefits such as extended sick leave, New York State Unemployment Insurance, Family and Medical Leave Act leave, etc.);

Completes special projects related to EEO and employee relations including but not limited to employee rights and benefits, labor matters, New York State Retirement System requirements and procedures, etc.;

Prepares a variety of reports, memoranda, and correspondence, as required;

May participate in negotiations regarding collective bargaining agreements;

May attend meetings and conferences.

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

Thorough knowledge of the County of Rockland's EEO policy and procedures\*; good knowledge of federal and New York State laws and regulations regarding work-related discrimination, sexual harassment, and equal employment opportunity\*; good knowledge of groups protected under discrimination laws\*; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex

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written material, especially as it pertains to EEO matters, collective bargaining agreements, and employee rights and benefits; ability to prepare written reports and correspondence; ability to effectively use customized civil service related software\*; ability to coordinate special projects; ability to supervise professional and technical staff.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Business, Business Administration, Public Administration, Labor/Industrial Relations or comparable curriculum and four (4) years of professional personnel/human resources experience (e.g., recruitment, performance management, employee relations, training, EEO programs, etc.), at least two (2) years of which must have substantially involved managerial, supervisory, or administrative responsibilities.

**NOTE:** A Master's degree in Business, Business Administration, Public Administration, Labor/Industrial Relations or comparable curriculum may be substituted for one (1) year of the professional personnel/human resources experience.

\*To be demonstrated during the probationary period.