

PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, initiating and directing a comprehensive personnel program for County employees. The Personnel Officer is responsible for administering and enforcing the provisions of the New York State Civil Service Law as they relate to the County departments, towns, villages, school districts and special districts. Additionally, the incumbent administers the County's labor relations, retirement and health insurance programs. The work is performed under the administrative direction of the County Executive with wide leeway allowed for the exercise of independent judgment in implementing the general personnel policies and objectives of the department. Administrative supervision is exercised over the work of all department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs various technical and clerical personnel in performing the following: position classification, specification writing, recruitment, payroll certification, eligible lists, salary surveys;

Interprets and applies Civil Service Law in formulation of policy and procedures;

Meets with departmental representatives on the application of Civil Service Law and Rules and conducts formal and informal salary and classification hearings with employees;

Administers and coordinates the employee benefit and protection programs such as retirement, health insurance and worker's compensation;

Makes special studies and recommendations on the development of programs, the impact of proposed decisions, organization changes, and legislation affecting personnel and labor relations activities;

Assists in the initiation and improvement of public personnel administration in the towns, villages, school districts and special districts in Broome County;

Develops career advancement programs and in-service training courses for County departments and assists in developing such programs for the civil divisions of the County;

Administers provisions of labor agreements between the County and its employees;

Participates in the negotiation and enforcement of employee-employer contracts and agreements;

Develops the annual department budget and regulates all departmental expenditures;

Represents the County on personnel matters with the public, government officials and professional groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of public personnel administration including wage and salary administration, position classification, job evaluation, employee benefits, employee performance appraisal, employee orientation and employee effectiveness and morale;

Thorough knowledge of the New York State Civil Service Law and the Broome County Rules for the Classified Civil Service;

Good knowledge of the principles and practices of supervision;

Good knowledge of the organization and functions of local governments of New York State, particularly of County government;

Good knowledge of State and Federal legislation and regulations affecting public personnel administration;

Working knowledge of the general principles and practices used in modern labor relations;

Ability to plan, direct and review a personnel program;

Ability to carry out and make special studies relating to civil service and personnel activities;

Ability to establish and maintain an effective working relationship with employees and department heads at all levels of County government;

Ability to express oneself clearly and concisely both orally and in writing;

Ability to analyze and resolve complex problems;

Tact;

Courtesy;

Initiative;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in the field of industrial or labor relations, public administration, political science, personnel or business administration and three years of personnel administration experience; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in industrial or labor relations, public administration, political science, personnel, business administration or closely related field and five years of personnel administration experience; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.

*Neither the Broome County Charter nor Administrative Code references minimum qualifications for this position.

R79 7/01/01

Jurisdictional Classification: NON-COMPETITIVE