

**ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION**

CLASSIFICATION: DIRECTOR OF PERSONNEL MANAGEMENT **LEVEL:** 24

TITLE ABBREVIATION: DIR PERSONNEL MANAGEMENT **TITLE NO.:** 6356

JURIS CL: C **SALARY CODE:** 03 **UNIT:** M **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: HUMAN RESOURCES

NATURE OF THE WORK: The Director of Personnel Management has responsibility for planning and supervising the day-to-day activities of the Classification and Compensation Division in the Department of Human Resources. The Director assists the Commissioner in the development of solutions and policies to apply to personnel problems in areas of job classification, grade allocation, leave of absence processing and recruitment. The position requires a high level of expertise in the technical phases of personnel administration.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one position class in the competitive classified service. The Director of Personnel Management has responsibility for providing managerial, administrative and technical direction to the classification and compensation division. General direction is exercised over this position by the Commissioner of Human Resources. The Director of Personnel Management has wide latitude for use of independent judgment in determining appropriate courses of action within areas of responsibility. General supervision is exercised over a staff of professional and support personnel in the Classification and Compensation division.

TYPICAL DUTIES AND TASKS:

Oversees and maintains the County Classification Plan including the allocation of all positions to title, grade and jurisdictional classification including classification for Towns, Villages, School Districts and Special Districts:

- Plans, organizes and directs the work activities of the division including formulation and implementation of policies and procedures;
- Assigns and supervises desk audits involving employee, supervisor and department head interviews;
- Supervises and approves amendments and revisions to class specifications and proposed specifications;
- Supervises and participates in analysis of grade and position profiles;
- Analyzes all classification data requiring action by the Personnel and Compensation Committee;

- Prepares classification analysis for presentation to Legislative Committees and full Legislature and attends committee and legislative meetings as required;
- Prepares agenda and other documentation for committee review and takes necessary action to draft Act for County Attorney.

Supervises the coordination and maintenance of the county personnel tracking system:

- Participates in the development, implementation and operation of the county personnel tracking database; meets with consultants, department counterparts, and personnel staff to resolve issues related to work flow, business practices, and the operation of the database relating to Human Resources;
- Supervises the work of the Personnel/Payroll Coordinator; reviews and approves or disapproves County personnel transactions;
- Resolves issues including, but not limited to, reinstatements, illegal appointments, disqualifications and transfers;
- Oversees the maintenance of records of employee information and official personnel files for county departments;
- Prepares and maintains county timekeeper manuals, documentation and informational updates; coordinates timekeeper trainings and meetings to present information relating to personnel transactions, bargaining unit changes, civil service administration, etc.

Supervises and participates in local wage and fringe benefits surveys. Prepares survey analysis, presents information and takes classification and wage administration action as required;

Participates in the recruitment process for management and other specialized positions;

Oversees the clerical office assistant program; approves requests for temporary assistance;

Assists the Commissioner of Human Resources:

- Provides advice and assistance to department heads and municipalities in all phases of personnel management;
- Handles correspondence and problems regarding classification and compensation issues;
- Communicates with state agencies regarding rules and procedures pertaining to classification administration;
- Attends meetings on behalf of Commissioner, where emphasis is on classification or personnel management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of public personnel administration; thorough knowledge of practices and procedures used in conducting salary and classification review, analysis and surveys; thorough knowledge of County government departments, their organizational structure and staffing patterns; ability to plan, direct and supervise the work of subordinates; ability to recognize personnel and operational problems and initiate corrective actions; ability to develop standard operating procedures; ability to present ideas clearly and effectively both orally and in writing; ability to apply good professional judgment; ability to establish and maintain effective working relationships; tact; diplomacy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Bachelor's Degree or higher and three (3) years experience in personnel administration which included job analysis and classification, one (1) year of which shall have been in a supervisory capacity; OR
- (B) Associate's Degree or completion of sixty (60) college credits and five (5) years experience in personnel administration which included job analysis and classification, one (1) year of which shall have been in a supervisory capacity; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.