

**ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION**

TITLE: DIRECTOR OF WORKFORCE DEVELOPMENT **GRADE:** 24

TITLE ABBREVIATION: DIR WORKFORCE DEV **TITLE NO.:** 56236

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

DEPARTMENT: DEPARTMENT OF HUMAN RESOURCES

NATURE OF THE WORK: The Director of Workforce Development has responsibility for performing technical and specialized personnel work in the area of employee education, training, and staff development. The Director is involved in the day-to-day activities of the department by assisting in the development of employment policies and trainings, as well as, the overall operations of the Employee Relations Division.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one position class in the competitive classified service. The Director of Workforce Development has responsibility for the establishment of county-wide and departmental policies, trainings, and operating procedures which include workplace violence, anti-Retaliation, sexual harassment/discrimination, ethics, social media, and drug and alcohol awareness. The incumbent has wide latitude for use of independent judgment in determining appropriate courses of action within areas of responsibility. Direct supervision is exercised over a staff of professional and support personnel in the Employee Relations division.

TYPICAL DUTIES AND TASKS:

Directs and supervises the work of employees assigned to the Employee Relations division to ensure timelines and goals of the unit are being met;

Develops and conducts training and education programs for all county employees; remains current in employment trainings and policies, including, but not limited to, workplace violence, sexual harassment/discrimination, retaliation, ethics, social media, domestic abuse, and drug and alcohol awareness;

Assembles and analyzes information and trends in training and employment development to best serve the interests of the county; develops and maintains materials relating to training programs such as training guides, handouts, power-point presentations, or related materials;

Promotes and conducts training workshops available to supervisors and staff; manages the database and tracking of employee participation;

Interprets union agreements and educates all levels of supervisors and managers to ensure uniform interpretation and administration of collective bargaining agreements;

Works to further enhance Affirmative Action Program as a resource to County managers, while working with various communities and organizations to expand minority recruitment;

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Receives, reviews, and resolves contract grievances; consults with department heads, supervisors and union representatives;

Manages employee requests for reasonable accommodation under the American with Disabilities Act (ADA). Recommends scheduling of Independent Medical Examination and, based on findings and other submitted medical documentation, recommends appropriate, if any, accommodation to the Commissioner of Human Resources;

Participates in investigations of employee complaints of discrimination and/or sexual harassment, drafting reports identifying positive or negative findings, recommending appropriate discipline to Commissioner of Human Resources;

Administers drug and alcohol testing programs pursuant to union contracts and/or U.S. Dept. Of Transportation regulations;

Administers the New York State Dept. of Motor Vehicles Critical Driver Certification program;

Uses computer applications or other automated systems such as databases, spreadsheets, word processing, e-mail, or power-point software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of employment development and training practices; Good knowledge of current principles and practices of public personnel administration and employee relations; good knowledge of contractual agreements covering employees in the County; good knowledge of County personnel policies and procedures; skill in public presentation and speaking; ability to analyze jobs and functional requirements to determine training solutions relating to problems; ability to present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships; ability to plan and supervise the work of others; tact; diplomacy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Bachelor's Degree and three (3) years of experience in employment training, labor relations, or personnel administration, one (1) year of which shall have been in a supervisory capacity; OR
- (B) Associate's Degree and five (5) years of experience as defined in (A) above, one (1) year of which shall have been in a supervisory capacity.

Note: Your degree 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 was 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.