

ORANGE COUNTY CLASS SPECIFICATION

TITLE: RECRUITMENT AND RETENTION SPECIALIST **GRADE:** 13

TITLE ABBREVIATION: RECRUITMENT & RETEN SPEC **TITLE NO.:** 568290

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: HUMAN RESOURCES

SUPERVISOR'S TITLE: DEPUTY COMMISSIONERS OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: The work involves identifying issues of concern related to civil service hiring within Orange County and its jurisdictions, intergovernmental affairs generally and making recommendations to resolve those issues. The work involves assisting local jurisdictions with coming into compliance with applicable civil service laws and rules. As necessary, the work may involve communication with local government public employees to address issues of intermunicipal concern. The work also involves reviewing internal employee concerns relating to workplace conditions and making confidential recommendations to the applicable Deputy Commissioner of Human Resources. The position requires substantial workplace experience and problem solving skill. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews concerns relating to employee hiring, retention and recruitment;

Works within Orange County's various departments to address workplace concerns and make recommendations to identify areas of concern within Departments;

Communicates with local jurisdiction employers and staff to help enable compliance with applicable civil service law;

Coordinates as directed by the Deputy Commissioners or Commissioner to resolve intergovernmental concerns;

Maintains logs and files on all cases reviewed including findings and recommendations;

Researches and outlines existing or recommended policies and procedures in an effort to improve civil service compliance, intergovernmental communication;

Attends meetings on behalf of the Department to assist public employees within Orange County to resolve issues of intergovernmental concern;

Assists as directed by the Commissioner or Deputy Commissioner other Departments in resolving areas of concern involving intermunicipal matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the roles of different levels of local government in New York and the corresponding role of State government. Ability to independently identify and analyze issues within the various levels of government in New York and develop/implement a plan to resolve concerns. An understanding of roles/obligations of municipalities relating to civil service processes, hiring, policies and procedures; good knowledge of the principles and practices of interviewing; ability to communicate effectively both orally and in writing; ability to gather information from a variety of sources and to analyze the data in relation to the problem; initiative; fair mindedness; tact; good powers of observation; good judgment.

MINIMUM QUALIFICATIONS:

- (A) Maintenance of a valid Driver's license permitting the applicant to drive anywhere in the State of New York AND at least ten years of paid full-time work experience together with any of the following:
- (B) Possession of a Bachelor's Degree*; OR
- (C) Ten years management experience demonstrating problem solving, customer service (public or private sector), contract negotiation and business or local government operation along with graduation from high school or possession of a high school equivalency diploma.

*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.

NOTE: Part time or volunteer experience will be prorated on a year for year basis.