

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES

TITLE #: 1860

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, coordinating and directing all human resources programs in a school district, including recruitment, employee relations, compensation, training and development, benefits administration and affirmative action. Work is performed under the general administrative direction of the Superintendent of Schools in accordance with established policies and procedures. Direct supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, reviews and directs human resource policies;

Assists administration in position classifications;

Supervises the administration of employee benefit programs, compensation, staffing, affirmative action, employee relations and training/development functions;

Oversees and coordinates the personnel recruitment, screening, interviewing, selection and placement process for civil service and professional level staff;

Develops and implements training programs for department heads and supervisory personnel to ensure compliance with proper employment policies and procedures;

Ensures that the Board is advised of appointments, changes, leaves and resignations;

Oversees the orientation program and schedule for all new employees as well as training for all employees as needed to ensure that they are advised of agency policies and changes;

Establishes contacts with area personnel directors and support staff assure a mutual exchange of information relative to recruitment and personnel management;

Participates in the collective bargaining processes and interpretation of collective bargaining agreements;

Ensures that contractual responsibilities in the area of personnel are fulfilled, including internal postings, seniority list, etc;

Coordinates the Employees Assistance Program;

May serve as the Affirmative Action Officer, including responsibility for development and implementation of an Affirmative Action Plan and investigate complaints of discrimination and harassment;

Ensures that the legal requirements for employment of personnel are met, including civil service and state teacher certifications;

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Uses computer applications of other automated systems, such as spreadsheets, word processing, calendar, email and data base software in performing work assignments;

Identifies and projects staffing needs through assessment of attrition statistics, such as retirements, resignations, transfers, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals, practices and techniques of personnel administration and employee relations as practiced under applicable state and federal civil service and labor laws; good knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with employment; good knowledge of New York State Civil Service Law and local rules and regulations; ability to interpret and administer labor agreements; ability to plan, manage, and supervise a comprehensive personnel program; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with people at all levels of an organization as well as local area school districts and municipal and civic officials; working knowledge of electronic and computer application software; sound professional judgment; tact; diplomacy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Business or Public Administration, Human Resources or a related field and four (4) years of experience in personnel administration or labor relations, which shall have included position classification, recruitment, employee selection or negotiating or administering employee contracts; OR
- (B) Graduation from a regionally accredited college or university of one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business or Public Administration, Human Resources or a related field and six (6) years of experience as outlined in (A) above; OR
- (C) Graduation from a regionally accredited college or university of one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business or Public Administration, Human Resources or a related field and eight (8) years of experience as outlined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 6/18/18 DC