

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

**CLASS TITLE:** HUMAN RESOURCES MANAGER

**TITLE #:** 1358

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves complex administrative and professional human resource functions in a Town or Village. The incumbent is responsible for the development and implementation of programs, systems, policies, procedures and services for the Town or Village and for the interpretation of these practices to their employees. The incumbent is expected to be knowledgeable in Federal/State laws, rules and regulations related to personnel work, civil service administration, and the recruitment, selection and retention of employees. Work is performed under the general supervision of the Town Supervisor, Village Mayor or his/her designee. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in the development, implementation, and on-going administration of human resource programs, systems and/or services;

Acts as a liaison with Orange County Department of Human Resources on all reporting matters involving Civil Service law, regulations, procedures and paperwork;

Reviews, audits, and follows up on a variety of civil service records, certification of payrolls, applications, and other documents;

Prepares and submits all Civil Service personnel transactions to Orange County Department of Human Resources; establishes and maintains employee records and data for the town or village;

Organizes and assists in the recruitment and interviewing of employees which may include establishing written procedures for internal job postings, promotion and reassignment processes; overseeing background and reference checks; and providing training and guidance to members of interview committees;

Develops and manages a New Employee Orientation Program to ensure that all employees are familiarized with the municipality's work environment, personnel policies and procedures and other related matters;

Manages personnel files and automated record-keeping for all employees to ensure compliance with Civil Service laws and applicable labor regulations;

Reviews all current personnel forms and develops new personnel forms to be used as necessary;

Acts as Workers Compensation Coordinator for the town or village;

Administers employee benefits program including paid leave and insurance, and reviews all administration procedures for compliance with federal and state regulations, adopted town or village policies and collective bargaining agreements;

Participates in meetings, conferences and special training to keep abreast of current trends in personnel management, administrative techniques and Civil Service law, rules and regulations;

Assists counsel and Town or Village officials in union contract negotiations with employee organizations, as required; handles employee grievances as a representative of the Town or Village with the Supervisor and/or labor counsel;

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Monitors efforts to administer various employment practices and policies such as CDL medicals and drug testing, workplace violence, Drug Free Work Place, Family Medical Leave Act, and employee safety including mandatory training;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles of public personnel administration; good knowledge of employee interviewing and selection techniques; good knowledge of modern human resource management practices; good knowledge of specialized principals, practices and current laws of New York State Civil Service Law; good knowledge of labor contracts as they apply to public personnel administration; ability to formulate and conduct special studies under general supervision; ability to deal with officials, employees and the public in all levels and categories; ability to communicate effectively , both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative and judgement in the conduct of analysis; courtesy; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Bachelor's degree or higher and two (2) years of professional personnel experience including orientation programs, training and development, recruitment, benefit administration, position analysis or job specification writing; **OR**
- B) Associate's Degree and four (4) years of experience as outlined in (A) above; **OR**
- C) Graduation from High School or possession of a high school equivalency diploma and six (6) years of experience as outlined in (A) above.

**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.

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISED:** 3/1/2023 AT