

HUMAN RESOURCES DIRECTOR

Code No.: 6-04-028
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position responsible for formulating and administering the personnel policies of a town or school district. Employees of this class receive general supervision from, and report directly to, an administrator. Direct supervision is exercised over clerical staff, student interns, and/or professionals. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops and administers personnel policies, rules and regulations for employees;

Advises employees on benefit programs including medical, life insurance, dental and retirement;

Develops and implements fringe benefit programs;

Develops and administers salary plan for management employees, and conducts salary surveys for collective bargaining units;

Reviews and updates classification and title plan for the organization;

Participates in or may direct negotiation sessions with employee unions and administers the provisions of union contracts;

Coordinates activities with Civil Service Commission and assists in the resolution of personnel problems involving Civil Service law, local rules and regulations, position classification, payroll certification and examinations;

Directs development of personnel management information system and the maintenance of records;

Develops annual budget proposal for the Human Resources Office;

Supervises preparation and maintenance of payroll and related documents;

Develops and administers employee recruitment and selection processes;

Advises management on employee issues of concern;

Assesses the need for and organizes employee training programs.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Civil Service law and local rules and regulations; good knowledge of the principles and practices of personnel administration, including recruitment and selection, position classification, payroll certification, staff development and training, benefits administration and employee or labor relations; ability to develop personnel programs; ability to establish and maintain effective professional relationships; ability to communicate effectively both orally and in writing; ability to prepare written and descriptive statistical reports; ability to conduct employment interviews; ability to conduct salary surveys; ability to maintain records; supervisory ability; initiative; integrity; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree, plus six (6) years paid full-time or its part-time equivalent experience in personnel activities including recruitment and selection, benefits administration, labor or employee relations, position classification or staff development and training, three (3) years of which must have been in a supervisory capacity; OR,
- (B) Graduation with a Bachelor's degree in Personnel Administration, Public Administration, or Business Administration, PLUS five (5) years paid full-time or its part-time equivalent experience as described in (A) above, three (3) years of which must have been in a supervisory capacity; OR,
- (C) Graduation with a Master's degree in Personnel Administration, Public Administration, or Business Administration, plus four (4) years paid full-time or its part-time equivalent experience as described in (A) above, three (3) years of which must have been in a supervisory capacity.
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) 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.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: October 27, 1974

REVISED: April 19, 1990

REVISED: March 9, 1995

REVISED: March 9, 2000

FORMERLY: Director of Personnel

REVISED AND TITLE CHANGED: January 8, 2026