

DIRECTOR OF PERSONNEL

Code No.: 6-04-028
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory job involving responsibility 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.

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MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus six (6) years of full-time or its part-time equivalent paid 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 shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Personnel Administration, Public Administration, or Business Administration, PLUS five (5) years of paid experience as described in (A), three (3) years of which shall have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Personnel Administration, Public Administration, or Business Administration, plus four (4) years of paid experience as described in (A), three (3) years of which shall have been in a supervisory capacity.
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

ADOPTED: October 27, 1974
REVISED: April 19, 1990
REVISED: March 9, 1995
REVISED: March 9, 2000