

MANAGER OF EMPLOYMENT SUPPORT SERVICES

Code No. 3-18-372

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the Department of Human Resources, Employment Support Services Division, responsible for administering programs for Health and Safety, Employee Benefits, Risk Management, Training, Drug and Alcohol Testing, Workers Compensation, employee history and time accounting. Work is conducted in accordance with Federal, State and local rules and regulations. General supervision is exercised over a staff of technical and clerical employees. The employee reports directly to and works under general direction of the Director of Human Resources with wide leeway allowed for independent judgment. 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)

Administers the day-to-day operations of the Employee Benefit, Payroll, Employee History, Risk Management and Training units of the Division;

Administers the Drug and Alcohol Testing Program, Workers Compensation Program, and Employee Health Program;

Directs and participates in the development, implementation and interpretation of policies and procedures for the Employment Support Services Division;

Prepares and monitors the division budget including developing annual goals, objectives and performance measures;

Reviews, interprets, implements and ensures compliance with changes in State and Federal laws, rules and guidelines as they relate to the division;

Prepares mandated statistical reports for Monroe County, State and Federal government as related to New York State Department of Labor and United States Department of Transportation;

Serves on various project teams and groups;

Prepares requests for proposals, contracts, and legislative referrals;

Leads and participates in various vendors selection processes;

Confers with Information Services staff to assist in the development and expansion of programs and systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices, and tools of a health and safety program; good knowledge of the principles and practices of personnel administration including compensation, payroll certification, employee benefits, staff development and training, and benefits administration;

good knowledge of the principles and practices of supervision; analytical ability; ability to coordinate and administer a continuing program of safety information and training; ability to prepare and analyze pertinent statistical data; ability to analyze personnel procedures and policies, recognize procedural and policy defects, and develop and implement corrective action; ability to establish and maintain effective working relationships; ability to prepare and monitor the Division budget; ability to communicate orally and in writing; ability to plan, organize and monitor the work of a subordinate staff; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full time or its part time equivalent experience in an administrative position responsible for program development, research and/or evaluation, three (3) years of which must have been in a human resource setting responsible for employee benefits, employee development, or payroll programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus three (3) years paid full time or its part time equivalent experience in an administrative position responsible for program development, research and/or evaluation, one (1) year of which must have been in a human resource setting responsible for employee benefits, employee development, or payroll programs; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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.

Depending upon assignment, candidates for positions in Monroe County Government will be required to pass a pre-employment drug test

ADOPTED: December 4, 1997

REVISED: March 9, 2001