

## PERSONNEL MANAGER

Code No. 3-05-085  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position in the Monroe County Water Authority is responsible for managing the day-to-day activities of the personnel office of the Authority including, but not limited to approving and processing civil service transactions, advising employees on benefits programs, conducting salary analysis, assisting in collective bargaining contract negotiations, and budget preparation and monitoring. The employee reports directly to and works under general direction from the Executive Director. General supervision is exercised over a clerical staff. 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.)

Assists in the development and implementation of general personnel policies, procedures and operating practices for the Authority;

Coordinates and administers all Water Authority benefits programs such as health, dental and life insurances, workers compensation, short term and long term disability plans, tuition and medical reimbursement plans, unemployment claims and deferred compensation plan;

Counsels employees on benefits program including medical, dental, life and disability insurances, deferred compensation and retirement plans;

Reviews, approves and processes all personnel and civil service change requests;

Recruits, refers, interviews and hires new staff for the Authority including technical, maintenance, construction and clerical staff;

Conducts salary surveys and administers salary plan for management employees;

Participates in negotiation sessions with collective bargaining unit and administers the provisions of the contract;

Prepares and monitors annual operating budget for the Personnel Department and Retiree benefits;

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

Reconciles all bills and authorizes payment to insurance carriers and plan administrators;

Supervises payroll changes in regard to salary increases, payroll deductions, etc.;

Works with County Human Resources to resolve personnel problems including Civil Service law and rule interpretation.

**FULL PERFORMANCE KNOWLEDGE , SKILLS AND ABILITIES:** Thorough knowledge of the goals, objectives and functions of the Monroe County Water Authority; good knowledge of the principles of personnel administration; good knowledge of benefits administration policies and procedures including health insurance, life and disability insurance as related to the Water Authority; working knowledge of civil service law and rules as related to hiring and promotion; working knowledge of collective bargaining principles and practices; working knowledge of State and local rules and regulations governing the operation of the Water Authority; ability to develop and implement personnel policies and procedures; ability to prepare and monitor a budget; ability to conduct employment interviews; ability to establish and maintain effective professional relationships; ability to communicate orally and in writing; tact; courtesy; 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 from a regionally accredited or New York State registered college or university with a Bachelor's degree and four years of public sector personnel experience including benefits administration, two (2) years of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and six (6) years of experience as defined in (A) above, two (2) of which must have been in a supervisory capacity; OR,
- (C) Eight (8) years experience as defined in (A), two (2) of which must have been in a supervisory capacity; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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 ability to meet the transportation needs of the position.

**ADOPTED:** March 11, 1976

**REVISED:** December 16, 1987

**TITLE CHANGED:** 12/29/88

(Formerly: Manager of Personnel)

(Non-competitive classified denied 9/4/91)

**REVISED:** September 5, 1996