

ASSISTANT TO THE PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position is utilized for training the incumbent for important administrative work involving responsibility for administering civil service law and rules in Delaware County and for overseeing a comprehensive county personnel/human resources program including but not limited to labor relations, disciplinary matters, development and implementation of personnel policies, negotiating and administering collective bargaining agreements, benefit administration, maintenance of employee records, etc. The work is performed under the general direction of the Board of Supervisors. Direct supervision is exercised over the staff of the Personnel Office. The incumbent must routinely deal with various public officials, department heads, employees and union representatives. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

The incumbent in this position will be training to be prepared for appointment as the Personnel Officer who pursuant to Civil Service Law, vested with the authority and responsibility for administering and enforcing Civil Service Law and rules in Delaware County including but not limited to 1) the maintenance of all required records, 2) approval of appointments, 3) administering civil service examinations and certification of eligibles, 4) certification of payrolls, and 5) maintaining and updating civil service rules for Delaware County; Develops job descriptions for new positions and modifies job descriptions for existing positions as necessary; Acts as an advisor to County Department Heads regarding a variety of personnel issues including policies and procedures and actions to be taken regarding individual employees; When requested, meets with individual employees or groups of employees to answer questions and attempt to resolve problems; Discusses a variety of personnel issues, contractual and non-contractual, with union representatives; When requested, offers advice to towns, villages, school districts and others regarding a variety of personnel issues; Conducts salary and benefit surveys; Determines salaries for new County positions and recommends changes in salary ranges for existing positions; Recommends salary schedules, raises and related procedures for department heads and other non-union personnel; Administers a number of benefit programs for County employees including Health Insurance, Off-the-Job disability, Deferred Compensation and New York State Retirement; at the present time the incumbent is not responsible for Workers Compensation; Recommends changes in benefits for County employees; Oversees the administration of collective bargaining agreements including the interpretation of agreements when necessary; Makes administrative decisions regarding personnel issues not specifically addressed in the collective bargaining agreements; Develops and/or oversees the development of computer applications to various personnel and benefit functions; Oversees the processing of unemployment claims, payment of unemployment bills and the maintenance of the unemployment reserve fund; Develops and oversees the implementation of various County personnel/human resource policies; Assists the Budget Director and department heads in preparing the personal services portion of the county budget including salaries and benefit costs; Serves as the County's chief negotiator in collective bargaining with all unions representing County employees including but not limited to preparing County proposals, preparing responses to union proposals, negotiating and finalizing tentative agreements, presenting tentative agreements to the Board of Supervisors for approval,

preparing collective bargaining agreements for signature by the parties; Represents the County during mediation and fact-finding; Coordinates the County's responses to grievances and improper practice charges and serves as a decision maker in the grievance procedure; Represents the County or assists in representing the County at grievance arbitrations and improper practice procedures; Coordinates and may participate in training related to personnel issues; When requested, assists in the recruitment of Department Heads including advertising, review of qualifications, participation in interviews; Recommendation of salary to be offered and when appropriate, the term of office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public personnel administration; Thorough knowledge of the New York State Civil Service Law and local civil service rules and regulations; Good knowledge of the principles and practices of negotiating collective bargaining agreements in the public sector; Good knowledge of the terms of collective bargaining agreements with County employees; Good knowledge of other Federal and State laws governing and applicable to public employment including but not limited to the Taylor Law, Labor Law, ADA, Human Rights Law, Sexual Harassment, Workplace Violence, etc.; Good knowledge of the principles and practices of supervision and disciplining of employees; Good knowledge of the organization and functions of County government and other municipalities; Ability to gain the confidence and cooperation of public officials, department heads, employees, union representatives and others; Ability to remain objective and fair; Ability to analyze and resolve complex problems; Ability to research issues and develop proposals and arguments that are clear and concise; Willingness to stand up for what one believes and take on difficult issues and problems; Initiative; Resourcefulness; Tact; Politically astute; Good judgement; Attention to detail; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and four years of fulltime professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations or human resource management which shall include direct supervision of others; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and six years of fulltime professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations or human resource management which shall include direct supervision of others; OR
- C. Eight years of fulltime professional level experience, or its part time equivalent, in civil service administration, personnel administration, employee relations or human resource management which shall include direct supervision of others.
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted 6/6/2022