

Deputy Personnel Officer

Livingston County is seeking a Deputy Personnel Officer. This position reports to the Personnel Officer and assists with labor relations, personnel administration, employee benefits, Civil Service compliance and office administration. The successful candidate must be capable of handling complex and difficult employment matters while demonstrating good analytical skills, judgment and discretion. Good knowledge of New York State Civil Service Law and other employment laws applicable to the public sector is essential. Must have excellent communication skills, both oral and written. Must work well with colleagues, customers and the public.

Candidates must meet one of the minimum qualification options for the position to be considered for appointment. Please visit the County website at: <http://www.livingstoncounty.us/jobs.aspx> for information regarding job duties, minimum qualifications and application information.

Salary range: \$55,000 – 65,000, dependent upon qualifications. Excellent benefit package includes New York State retirement, health insurance, and paid time off. Residency within Livingston County is required within six months of appointment.

The appointment will be a provisional appointment subject to successful performance on a Civil Service exam following appointment.

Interested qualified candidates should submit an application, resume and cover letter by May 10, 2016 to:

Livingston County Personnel Department
6 Court Street, Room 206
Geneseo, New York 14454

Livingston County is an Equal Opportunity/Affirmative Action Employer

DEPUTY PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Personnel Officer assists the Personnel Officer in the areas of labor relations, personnel administration, employee benefits, Civil Service compliance and administration of the Livingston County Personnel Office. The Deputy Personnel Officer works under the supervision of the Personnel Officer. The Deputy Personnel Officer exercises immediate supervision over assigned staff within the Livingston County Personnel Office. The Deputy Personnel Officer performs the typical work activities set forth below and other related duties.

TYPICAL WORK ACTIVITIES:

Oversees Civil Service operations as directed by Personnel Officer with such work including, but not limited to:

- Classifying new positions and reclassifying existing positions;
- Maintaining the classification plan and preparing job descriptions;
- Providing counsel and training regarding Civil Service;
- Maintaining the Livingston County Civil Service Rules;
- Certifying payrolls;
- Assisting with application review;

Oversees County personnel and payroll operations with such work including, but not limited to:

- Assisting with day-to-day benefits issues;
- Assisting with benefit plan amendments;
- Assisting with selection of benefit providers and/or third party administrators for benefit programs;
- Resolving complex employee benefit issues;
- Assisting with the County payroll;
- Collecting data and providing recommendations regarding employee compensation;

Provides direct supervision to assigned staff with such work including, but not limited to:

- Providing day-to-day direction and oversight of work activities;
- Conducting performance appraisals;
- Training, coaching and counseling assigned staff;
- Making recommendations regarding corrective action and assisting the Personnel Officer with disciplinary action, as needed;
- Assisting with staff recruitment and selection activities;

Assists with operational analysis and improvements with such work including, but not limited to:

- Reviewing processes and procedures and looking for means of improving efficiencies in operations and making recommendations to the Personnel Officer regarding same;
- Formalizing procedures and updating as needed;

Assists the Personnel Officer with labor relations work with such work including, but not limited to:

- Reviewing collective bargaining agreements and outstanding labor-management issues to develop and recommend proposals for negotiations;
- Conducting surveys regarding matters pertinent to negotiations;
- Attending labor-management meetings as directed;
- Assisting with grievances as directed;
- Working on special labor relation projects as directed;

Acts in the place of the Personnel Officer in his/her absence;
 May conduct employment investigations as directed by the Personnel Officer;
 May assist with the preparation of the departmental budget; and
 Performs other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of employment and labor laws, regulations, etc.; good knowledge of employee benefits and related matters; good knowledge of employee payroll processes, rules and regulations; thorough knowledge of Civil Service Law; good ability to communicate clearly both orally and in writing; good supervisory skills; ability to analyze situations and apply relevant rules to determine appropriate actions; logical thinking and analysis skills; good knowledge of computer software relevant to the position; ability to work with people; ability to problem solve and develop effective, practical strategies and solutions; personal initiative; trustworthy and honest; ability to maintain confidential information; good work habits; good organizational skills; good basic math skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

| Qualification Option # | 1 | 2 | 3 |
|----------------------------|--|--|--|
| Training/ Education | <input type="checkbox"/> Possession of a Bachelor's or higher degree from a New York State or regionally accredited college or university having majored in: Industrial and Labor Relations, Human Resource Management, Public Administration, Business Administration, or a closely related field of study. | <input type="checkbox"/> Possession of a Bachelor's or higher degree from a New York State or regionally accredited college or university. | <input type="checkbox"/> Possession of an Associate's degree from a New York State or regionally accredited college or university. |

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| General experience | <input type="checkbox"/> Three (3) years of full-time, paid work experience involving responsibility for: <ul style="list-style-type: none"> - Administering a human resource/personnel program, - Administering a Civil Service program, - Administering an employee benefits program, -Administering an employee payroll program; - Negotiating and drafting contracts, - Conducting employment investigations, - Conducting legal analysis, and/or - Performing closely related duties. | <input type="checkbox"/> Four (4) years of paid experience as described in option 1. | <input type="checkbox"/> Six (6) years of experience as described in option 1. |
| Supervisory experience | <input type="checkbox"/> Two (2) years of full-time, paid experience supervising and directing the work of subordinate employees. | <input type="checkbox"/> Same as option 1. | <input type="checkbox"/> Same as option 1. |
| License/ Certification | N.A. | N.A. | N.A. |
| Other requirements | <input type="checkbox"/> Must be a Livingston County resident within six months of appointment. | <input type="checkbox"/> Same as option 1. | <input type="checkbox"/> Same as option 1 |

An equivalent combination of training and experience may also be accepted.
Part-time experience will receive prorated credit toward experience requirements.