



Schenectady County Director of Human Resources

The County of Schenectady is seeking to fill the position of Director of Human Resources.. The County is seeking a human services leader that can establish, manage and implement policies, procedures and programs that facilitate the development of a high performing work force. The incumbent's responsibilities include recruitment, hiring and retention of a quality workforce; employer-employee relations, employee safety and training, employee benefits, workers' compensation, affirmative action; and may be assigned other functional areas to meet the needs of the County. Additionally, this individual will assume full management responsibilities for administration of the Civil Service system for all municipal jurisdictions in Schenectady County. Work requires technical advice and decision making in all areas of human resources administration to the County Manager, Department Heads, and other municipal leaders. The Director of Human Resources reports directly to the County Manager and provides direct supervision to department staff.

Duties and Responsibilities of the Director

- Provides visionary and practical leadership for the department.
- Plans, organizes and manages the countywide comprehensive human resources programs including recruitment, selection and retention, employee-employer relations, organizational development and training, benefit programs, classification and compensation, employee recognition, safety, and wellness.
- Functions as a member of the senior management team providing recommendations regarding strategic policy and problem solving.
- Establishes and implements human resources policies and procedures that facilitate the development of high performing, diverse workforce through quality recruitment, development and retention of quality staff.
- Advises County Manager and Department Heads on human resource and civil service issues.
- Establishes a culture of collaboration with all stakeholder groups.
- Develops an employee-oriented culture that emphasizes the value of public service and continuous performance improvement.
- Develops and recommends comprehensive proposals for new programs or major revisions on existing programs to enhance the efficiency, effectiveness and quality of County workforce or work environment.
- Develops internal departmental work procedures to ensure consistent, quality human

resources services. Plans, directs, and evaluates the operations and functions of the Human Resources Department. Organizes workloads and staff assignments to achieve goals within available resources. Supervises the work of Human Resources employees to include training and evaluation of staff; provides leadership, coaching, and mentoring.

- Participates in labor relations activities for the County. Researches, analyzes and prepares materials for contract negotiations, drafts and prepares cost analysis of settlements and proposals and grievance/labor dispute resolution.. Ensures the effective administration of collective bargaining agreements by supervisory personnel and communicates changes to and implementation of contract clauses.
- Administers the County's affirmative action program; initiates, develops and recommends policies and procedures; assures compliance with State and Federal equal opportunity employment laws and regulations;
- Coordinates the County's harassment and discrimination prevention programs.
- Develops and monitors mandated and discretionary training and employee development opportunities; Examples include interview process, supervisory skills, strategic planning, progressive discipline, customer service.
- Administers wage, classification, and fringe benefit programs; research market information; develop recommendations on salaries, increases, and pay and benefit practices.
- Oversees preparation and maintenance of personnel related records and reports.
- Oversees the maintenance of employee personnel and benefits records
- Oversees the handling of personnel related functions, including hiring, attendance monitoring, certifications, and orientations.
- Conducts research for a variety of personnel related matters

Successful Candidate

The successful candidate will be a consummate leader in a human resources agency who possesses:

- Excellent communication skills.
- Principles and practices of public human resources administration including recruitment and selection, classification and compensation, job analysis, benefits administration, labor relations, training and relevant local, state and federal regulations.
- A comprehensive knowledge of the principles and practices relating to human resources, and NYS Civil Service law.
- Comprehensive knowledge of Federal, New York State, and local human resources/civil service law.
- Thorough knowledge of labor relations and personnel administration.
- The ability to effectively work with and deal with a variety of employees from different departments and municipalities.
- Ability to supervise and elicit the cooperation of others.
- Strong ability to compose reports, memorandum, and other correspondence.
- Strong ability to communicate effectively with diverse populations.
- Strong strategic and operational planning skills and problem solving skills.

- Conflict management skills, interpersonal skills, and overall leadership skills.

Preferred Qualifications:

Eligible applicants should possess the following qualifications:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration or a related field and five (5) years of professional experience in Human Resources of which four (4) years shall have been in a management role; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Public Administration, Business Administration, or a related field and seven (7) years of professional experience in Human Resources of which four (4) years shall have been in a management role.
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Compensation

The starting salary will be negotiated based on the candidate's experience. The County offers an attractive benefits package.

Application Submission and Contact Information:

Interested applicants should submit a resume, cover letter to:

Ryan Gregoire
Assistant to the County Manager
620 State Street
Schenectady, NY 12305
518-388-4355
Ryan.gregoire@schenectadycounty.com

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