

PERSONNEL DIRECTOR - CITY OF ONEONTA

GENERAL STATEMENT OF DUTIES: Responsible for the administration, maintenance and implementation of the City of Oneonta Personnel program.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, initiating and directing of the Personnel program for the City of Oneonta. The Personnel Director is responsible for administering and enforcing the provision of the Federal, State and Local laws as they relate to the City Personnel. The work is performed under administrative direction of the Mayor. And requires implementing the general personnel policies and objectives of the department. Administrative supervision is exercised over the work of personnel office employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Develops a procedure for conducting initial employee orientation;
- Administers the review and processing of personnel transactions and maintenance of personnel records for all employees;
- Certifies payrolls of City employees and takes exception to individuals not employed in accordance with Civil Service Law;
- Answers correspondence and queries regarding personnel issues;
- Prepares annual report to the Mayor and Common Council;
- Attends training and workshops pertaining to Personnel and Civil Service;
- Monitors hiring, employment and discipline policies to insure compliance with all Civil Service regulations and laws;
- Makes recommendations to the legislature for the purpose of eliminating employee inequities, overcoming recruitment difficulties and employee turnover;
- Interprets and applies Civil Service Law in formulation of policy and procedures;
- Meets with departmental representatives on application of personnel rules and policies and conducts formal and informal salary and classification hearing with employee;
- Makes special studies and recommendations on the development of programs, the impact of proposed decision, organization changes, and legislation affecting personnel and labor relations activities;
- Assists in the initiation and improvement of public personnel administration within the various departments;
- May assist with the administration of provisions of labor agreements between the City and its employees. This may include, but is not limited to: preparing and analyzing bargaining proposals, analyzing, responding to, and resolving grievances; may participate in judicial and arbitration proceedings;
- May participate in the negotiation and enforcement of employee employer contracts and agreements;
- Develops the annual department budget and authorizes appropriate departmental expenditures;
- Represents the City in personnel matters involving the public, government officials and professional groups.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of principles and practices of public personnel administration including wage and salary administration, position classification, job evaluation, employee orientation, and employee effectiveness and morale; working knowledge of the New York State Civil Service Law and Local Rules for the Classified Civil Service; good knowledge of the principles and practices of supervision; good knowledge of the organization and functions of local governments of New York State, particularly local government; good knowledge of State and Federal legislation and regulations affecting public personnel administration; working knowledge of the general principles and practices used in modern labor relations; ability to plan, direct and review a personnel program; ability to carry out and make special studies relating to

personnel activities; ability to establish and maintain an effective working relationship with employees and department heads at all levels of government; ability to express oneself clearly and concisely both orally and in writing; ability to analyze and resolve complex problems; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

A.) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in the field of administration; political science, behavioral science, personnel, business administration or a closely related field and two (2) years of personnel administration experience; OR

B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in administration, political science, behavioral science, personnel, business administration or a closely related field and four (4) years of personnel administration experience; OR

C.) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in administration, political science, behavioral science, personnel, business administration or a closely related field and six (6) years of personnel administration experience; OR

D.) An equivalent combination of training and experience as defined by the limits of (a) and (b) and (c) above.

Adopted MSD: January 1973

Modified CSC: 1-23-08

Jurisdictional Classification: Competitive

Submit application with Resume:

City of Oneonta Personnel Dept.

City Hall

258 Main Street

Oneonta, NY 13820

Get Application Here: http://www.oneonta.ny.us/index.php/download_file/480/