

## **HR Program Administrator Tompkins County**

**Department:** Human Resources Department

**Classification:** Competitive

**Labor Grade:** Management Grade 86

**Approved:** Position Conversion per AG eff. 03/2018

**By:** AG, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited New York State registered four-year college or university with a Bachelor's degree or higher in Human Resources Management, Accounting, Business Administration, Organizational Development, or related field **AND** three years of full-time paid (or the equivalent part-time and or volunteer) experience performing in a high level Human Resources role, which must have included budget preparation, labor law compliance, and training program administration; **OR**

(b) Graduation from a regionally accredited New York State registered two-year university with an Associate's degree in (revise as above) Accounting, Business Administration or related field **AND** five years of full-time paid (or the equivalent part-time and or volunteer) experience performing in a high level Human Resources role, which must have included budget preparation, labor law compliance, and training program administration; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time and or volunteer) experience performing in a high level Human Resources role, which must have included budget preparation, labor law compliance, and training program administration; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** Within your online application for employment, please clearly demonstrate and specify your HR experience including budget preparation, labor law compliance and training program administration duties.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is high level professional Human Resources position. The position is responsible for assisting the Commissioner of Human Resources on administrative functions of the Human Resources Department, including budgeting and fiscal management, compliance, and training and development. Duties include the development, and ongoing maintenance of the department budget, in collaboration with the Commissioner, preparation of vouchers and purchase orders, completion of a variety of reports, oversight of department contracting process, development of proposals, and maintenance of departmental records. The work involves highly technical work related to ensuring compliance with Federal and State Labor laws, Civil Service Laws and Rules, County policies and procedures, and corporate compliance.

The employee is also fully responsible for managing the County-wide staff development and training program and program budget. In relation to these duties, the employee will analyze training needs, plan for and develop training programs, secure trainers, schedule sessions, maintain training records, and publicize and coordinate training initiatives for the majority of County departments. This role will also assist in the coordination and support of an intermunicipal training effort. The position is also responsible for comprehensive and strategic planning, needs assessment, and policy analysis. Incumbent will apply considerable knowledge and expertise in the evaluation of work flow for continued process improvement and achievement of efficiencies through streamlining and automation. Considerable interpersonal skills are needed to teach, instruct or advise on matters involving multiple departments and agencies. Internal contacts are across County departments, and requires professional collaboration with management and senior level staff. External contacts are with professional associations, agency heads, union representatives and others, and involve the development and administration of programs or services. The employee has a high degree of autonomy and the work is performed under the general direction of the Commissioner or Deputy Commissioner of Personnel. The employee is not subject to more than general administrative controls. An employee in this class supervises a major program area of the department, and may supervise the work of up to two subordinates. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Budgeting, labor law/ compliance, training program administration, reporting, etc.

- Reviews work flow and lends his or her knowledge and expertise to the process as the department works toward automating a variety of paper-based processes;
- Responsible for developing, implementing, advertising and accountability for the County's staff development and training program;
- Analyzes and evaluates both in-house and through consultant services, new initiatives and best practices in order to facilitate the creation of significant cost savings;
- Interacts directly with internal and external customers on behalf of the department in carrying out the policies of the department and training programs;
- Accesses various databases and generates reports upon request;
- Prepares the departmental budget (including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs) for the Commissioner's signature;
- Supports and serves as backup to the Commissioner as s/he presents the departmental budget to the County Administrator, program committee and Legislature;
- Provides information about the County's and/or department's administrative policies procedures;
- Provides information about the Civil Service Rules for Tompkins County, the various collective bargaining agreements and the department's internal policies and procedures;
- Prepares required EEO-4, E4, Cost Allocations, Annual Report to NYS Civil Service, etc.
- Responsible for the corporate compliance of the department (Kchecks, I-9s, labor and employment law).
- Provides cross-functional support to the various departments of the County as it relates to staff development and training;
- Serves as a staffing resource on special projects as necessary;
- Assists in developing, reviewing, administering and assessing policies related to budget, program and agency procedures;
- Performs cost studies and financial analysis for special projects and research assignments;
- May conduct training on office procedures, with emphasis on computer related usage and data base management;
- Provides support for the department use of the budget on the Financial Management System;
- Manages departmental revenues and expenditures and processes requisitions and vouchers for payment;
- Prepares material and budget studies for various Board resolutions and budget adjustments;
- May perform new hire orientation/on-boarding.
- Participates in periodic salary and benefit surveys by selection of sources, analysis of data, tabulation of results and recommendation of pay rates as related to contract negotiations.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Good knowledge of computer spreadsheet, word processing and graphic application;
- Good knowledge of the organization, functions, laws, policies and regulations of the County and the Department to which assigned;
- Good knowledge of budget and accounting procedures;
- Ability to handle routine administrative details independently, including the composition of letters, memoranda, spreadsheets and reports;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Ability to operate a variety of computer and office equipment requiring considerable precision, manual dexterity, knowledge and skill;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. Dyslexia or other types of learning disorders could result in an employee being unable to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a

temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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