

Director of Human Resources Tompkins County

Department: Human Resources Department

Classification: Competitive

Labor Grade: Management Grade 86

Approved: 6/19

By: AG Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited New York State registered college or university with a Master's degree in Human Resources Management, Public or Business Administration, Organizational Development, Labor Relations, or related field **AND** three years of full-time paid (or the equivalent part-time) experience performing in a Human Resources Director, Manager or comparable role, of which at least one year must have been in a supervisory capacity; **OR**
2. Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree in Human Resources Management, Public or Business Administration, Organizational Development, Labor Relations, or related field **AND** four years of full-time paid (or the equivalent part-time) experience performing in a Human Resources Director, Manager or comparable role, of which at least two years must have been in a supervisory capacity; **OR**
3. Graduation from a regionally accredited New York State registered two-year college with an Associate's degree in a program area as described in (a) above **AND** six years of full-time paid (or the equivalent part-time) experience performing in a Human Resources Director, Manager or comparable role, of which at least three years must have been in a supervisory capacity; **OR**
4. Graduation from high school or possession of a high school equivalency diploma **AND** eight years of full-time paid (or the equivalent part-time) experience performing in a Human Resources Director, Manager or comparable role, of which at least four years must have been in a supervisory capacity.

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 your direct experience with budget preparation, employee benefit and leave programs, and recruitment and retention.

DISTINGUISHING FEATURES OF THE CLASS:

This is a high level professional position responsible for assisting the Commissioner of Human Resources in the administration of human resources programs for the County. The Director will be responsible for overseeing major program areas within the department, including recruitment and retention and employee benefit program administration, and supervision of associated staff. An incumbent will also be responsible for administrative and other functions of the department such as budgeting and fiscal management, contract management, policy administration, wage and salary administration, labor law compliance and mandates, reward and recognition, employee and labor relations, and workplace investigations.

The Director is also responsible for facilitating leadership development and training programs and managing a County- wide training budget. An incumbent will participate in comprehensive and strategic planning, needs assessment, policy analysis, and 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 require 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 of Human Resources. The employee is not subject to more than general administrative controls. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Directly supervises staff in the administration of the County's employee benefit programs including health insurance plans, ancillary benefit plans, and a variety of other benefits offered;
- Directly supervises staff in the administration of the County's leave programs, to include disability, FMLA, Workers' Compensation, and GML 207-c, as well as various other types of leaves, and will communicate with Third Party Administrator(s) of select benefit programs, as applicable;
- Responsible for oversight of a compliant ADA Reasonable Accommodations in Employment program and processes;
- Directly supervises staff responsible for the County's recruitment and retention programs, to ensure a diverse and highly qualified talent pool and employee population;
- Ensures accountability for achieving performance measures and goals with regard to program areas of responsibility;
- Oversees new hire orientation/on-boarding processes;
- Assists the Commissioner with preparing and maintaining the departmental budget (including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs, and budget adjustments);
- Manages department revenues and expenditures and processes requisitions and vouchers for payment;
- May participate in periodic salary and benefit surveys by selection of sources, analysis of data, and compilation of results;
- Develops, reviews, and updates administrative policies that fall under the responsibility of the Department; Ensures County compliance with Federal and State labor laws and regulations;
- Provides interpretation, guidance, and consultative support to departments with regard to compliance with labor laws and organizational policies and procedures;
- Responsible for the general oversight of the corporate compliance initiatives of the department to include exclusion checks, I-9 compliance, and preparation of EEO-4, Cost Allocations, and other reports;
- Performs various labor relations activities which may include involvement with collective bargaining unit negotiations, contract interpretation, contract grievances, and others;
- Plays a key role in the employee progressive discipline process, lending coaching, guidance and support to leadership staff across all departments;
- Responsible for assessing employee claims and conducting a wide array of workplace investigations, which may include claims related to workplace violence, discrimination, and others;
- Provides coaching and consultative support to leadership in the organization on a variety of matters;
- Responsible for communicating, promoting, and accountability for leadership development and training programs;
- Provides cross-functional support to various County departments as it relates to staff development and training, and may support inter-municipal training initiatives;
- Maintains the County's training program budget;
- Accesses various databases and generates reports upon request;
- Reviews work flow and lends expertise in the evaluation of work flow for continued process improvement and achievement of efficiencies and cost savings through streamlining processes and automation;
- Serves as a staffing resource on special projects as necessary;
- Performs exit interviews for employees who will be leaving employment with the County;
- Performs any related duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of Human Resource program management and industry best practices; Good knowledge of State and Federal laws and regulations pertaining to employment practices;
- Good knowledge of benefit programs and their associated State and Federal regulations and requirements (i.e. FMLA, Workers Comp, ADA, and others);
- Good knowledge of recruitment and retention programs and best practices; Good knowledge of budget and accounting procedures;
- Good knowledge of Federal and State mandatory training requirements;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to communicate effectively both orally and in writing;
- Ability to gain cooperation of others and to project a professional image; (similar language 8 lines below);
- Ability to accurately prepare a variety of detailed reports;
- Ability to establish and manage priorities;
- Ability to independently analyze and resolve complex problems;
- Ability to plan and supervise the work of others across multiple program areas;
- Ability to understand, interpret, and carry out complex oral and/or written directions and instructions;
- Ability to effectively utilize customary computer software programs, HRIS systems, and operate a variety of computer and office equipment requiring considerable precision, manual dexterity, knowledge and skill;

- Ability to maintain confidentiality;
- ****Ability to project a professional image, and to interact with others in a courteous manner;
- Good judgment in solving complex clerical and administrative matters;
- 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.

Originally created 6/19

D122.doc