

## Commissioner of Human Resources Tompkins County

**Department:** Human Resources Department

**Classification:** Non-competitive

**Labor Grade:** 90

**Approved:** 01/01/69

**Revised:** 11/92, 12/92, 6/05, 12/07, 6/10, 4/14; Title change by Charter 2017; NYS CSC 6/19/19, 7/2020

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

### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four-year college with a Master's Degree in public or Business Administration, Industrial and Labor relations, Social Sciences, Education, Human Resources Management or a related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) administrative experience **EITHER** in a government agency, must include significant responsibility for the recruitment, hiring and discipline of employees **OR** in a non-governmental agency, which must be personnel management experience, but in either case, no fewer than five years of this experience must have been in a supervisory capacity; **OR**
2. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in Business or Public Administration, Industrial and Labor relations, Social Sciences, Education, Human Resources Management or a related field **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) administrative experience **EITHER** in a governmental agency, which must include significant responsibility for the recruitment, hiring and discipline of employees **OR** in a non-governmental agency, in which case the experience must be personnel management experience, but in either case, no fewer than five years of this experience must have been in a supervisory capacity; **OR**
3. Completion of at least sixty credit hours of college level study in Business or Public Administration, Industrial and Labor relations, Social Sciences, Education, Human Resources Management or a related field **AND** at least ten years of full-time paid (or the equivalent part-time and/or volunteer) experience **EITHER** in a governmental agency, which must include significant responsibility for the recruitment, hiring and discipline of employees **OR** in a non-governmental agency, in which case the experience must be personnel management experience, but in either case, no fewer than five years of this experience must have been in a supervisory capacity; **OR**
4. Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

### **SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

**NOTE:** In accordance with New York State Civil Service Law, Section 15, subsection 1 (b), and the Tompkins County Charter and Code, the Personnel Officer (titled Commissioner of Human Resources in Tompkins County) shall be appointed by the County Administrator (subject to confirmation by the County Legislature) for a term of six years.

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

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

The Commissioner of Human Resources is responsible for effectively planning, developing and implementing a fully integrated human resources strategy across Tompkins County government. The Commissioner provides vision to, plans, coordinates and evaluates the work of professional, technical and clerical staff of the Tompkins County Human Resources Department. The Commissioner is a Personnel Officer possessing the same powers, rights and responsibilities as that of a Municipal Civil Service Commission. The Commissioner is responsible for administering the provisions of the New York State Civil Service Law and for providing civil service oversight of the various County Departments and all of the civil divisions under the County's jurisdiction,

including maintenance of a roster of all employees and all of their associated personnel files. Under the Commissioner's leadership, the Human Resources Department is responsible for County recruitments, examinations, classification and compensation, employee benefits, employee relations, discipline, onboarding, orientation, professional development, learning opportunities, and collective bargaining. The incumbent serves as an organizational leader and thought companion, providing vision, support, and partnership to other organizational leaders. The Commissioner is responsible for positive outcomes of the County's workforce affirmative action program and diversity and inclusion initiatives. The Commissioner oversees administration of the County's benefits programs, ensures that all new County employees are properly oriented and that they continue to receive such on-going education as necessary to maintain a highly functioning workforce. The Commissioner negotiates and administers the various collective bargaining agreements, mediates disputes and negotiates amicable settlements between County employees and administration. If arbitration becomes necessary, the Commissioner works through the appropriate venue to resolve grievances and disputes. The Commissioner works under the general administrative direction of the County Administrator in accordance with the broadly stated policies and objectives of the Tompkins County Legislature. The Commissioner provides administrative oversight to the Department of Human Resources and the Office of Employment and Training. Administrative supervision is exercised over the work of all department and division employees. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, and recommends progressive and innovative human resources and employee relations policies and practices to improve and enhance overall County operations;

Serves as a strategist that assists with organizational design, executive coaching and development, and the implementation of learning and development programs for employees;

Provides administrative oversight of the mandated civil service functions of Tompkins County;

Provides administrative oversight of the divisions of Human Resources and Workforce Development;

Administers all provisions of the New York State Civil Service law for the County, Towns, Villages, School Districts and Special Districts under the jurisdiction of Tompkins County;

Interprets and applies the Civil Service Law in the formulation of policy and procedures;

Establishes and administers a comprehensive classification and compensation plan and attendance rules;

Establishes and administers a civil service compliant recruitment and testing program;

Serves as the County's Affirmative Action Officer and actively participates in the County's Workforce Diversity and Inclusion Committee efforts;

Establishes, implements and administers a recruitment system designed to increase the diversity of Tompkins County's workforce while focusing on a culture of equity and inclusion;

Establishes and administers policies designed to make county government an organization that reflects the contributions and interests of diverse individuals and groups in its mission, operations and services.

Administers and coordinates the employee benefits and protection program such as; retirement, health insurance, deferred compensation, employee assistance program and the Worker's Compensation program;

Participates in the negotiation and enforcement of the employer-employee contracts and agreements, including union negotiations, grievances, disciplinary actions, and related activities;

Insures timely and proper investigations of matters pertaining to personnel and equal employment opportunity within the County;

Oversees the planning and implementation of learning opportunities for management, supervisors and employees in areas such as discipline, performance evaluation, supervision, sexual harassment prevention, workplace violence prevention, and new employee orientation;

Oversees the maintenance of personnel records, including hiring, performance evaluation, salary history, promotions, discipline, and other personnel data;

Prepares, implements and monitors the Department budget;

Prepares written and oral reports and presentations on Human Resource matters before the Tompkins County Legislature;

Maintains and administers various collectively bargained salary plans;

Acts as a consultant on a wide variety of employer-employee problems;

Maintains a close working relationship with all public agencies and represents the County on all personnel matters to the public, officials, and professional groups;

Performs research and gathers information to assist with contract negotiations, retirement benefits, salary plans, health plans, workers' compensation insurance and labor relations;

Interprets various Federal laws, the New York State Civil Service Law, the Local Rules and applicable contract language applying it to personnel policy and procedures for all agencies under the jurisdiction of Tompkins County;

Researches various issues and prepares a variety of reports and recommendations for the County Administrator;

Ensures that appointments, promotions, removals, transfers and other personnel actions comply with Federal State and Local laws, rules, policies and procedures;

Oversees the maintenance of the Civil Service Rules for Tompkins County and provides information to department heads, supervisors, employees and the general public regarding the civil service process, Civil Service Law, the local rules and policies;

Assists in conducting individual, department-wide and jurisdiction-wide classification and compensation studies;

Ensures a viable pool of candidates from which to choose by directing recruitment efforts and adjusting strategies to ensure that the County's recruitment needs and legal requirements are met;

Ensures compliance within the areas of Equal Employment and Human Rights and other applicable local, federal and state laws;

Performs an on-going evaluation of procedures, and proposes and implements improvements to procedures using technology;

Assesses the need for, and appropriate types of, examinations by evaluating the adequacy of existing eligible lists and turnover within the classification;

Reviews employment applications, conducts background checks and makes recommendations to various appointing authorities with regard to applicants' qualification for employment.

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

Thorough knowledge of public personnel practices including position classification and compensation, examination administration, employee relations, public relations, performance evaluation, recruitment, retention, affirmative action, workforce diversity and inclusion and the ability to implement the same;

Thorough knowledge of New York State Civil Service Law, Local Rules, and local government operation;

Thorough knowledge of the principles, practices, and techniques of personnel administration as it applies to local government;

Thorough knowledge of the principles and practices of governmental budgeting and accounting;

Skill in the operation of a variety of office equipment, computer hardware, and software;

Ability to independently analyze and resolve complex problems;

Ability to plan and supervise the work of others in an office situation consisting of multiple decentralized divisions;

Ability to understand, interpret, and carry out complex oral and/or written directions and instructions;

Ability to maintain confidentiality;

Ability to communicate effectively both orally and in writing;

Ability to gain cooperation of others and to project a professional image;

Ability to accurately prepare a variety of detailed reports;

Ability to establish and manage priorities;

Tact, courtesy, confidentiality and good judgment are required;

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. As a result, the job requires considerable visual effort. 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 requiring moderate precision, manual dexterity, and operating knowledge/skill. 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. The risk of injury or environment illness is minimal. 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.

Originally created 01/01/69

C18.doc