

## Deputy Commissioner of Human Resources Tompkins County

**Department:** Human Resources Department

**Classification:** Non-competitive

**Labor Grade:** Management Grade 87

**Approved:** Reclass of Personnel Associate

**Revised:** 6/03; 1/09; 11/15; Title Change 09/14/17; 11/18; NYS CSC 6/19/19;5/23

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

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration, Labor Relations, or a related field, **AND** three (3) years of full-time paid (or the equivalent part-time) experience directly involving technical personnel work (as defined below), at least two (2) years of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered college with an Associate's Degree or satisfactory completion of at least 60 credit hours in a regionally accredited or New York State registered two-year college, coursework which must have included Human Resources, Labor Relations, Business Administration, or related subject matter **AND** five (5) years of full-time paid (or the equivalent part-time) experience directly involving technical personnel work (as defined below), at least two (2) years of which must have been in a supervisory capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time paid (or the equivalent part-time) experience directly involving technical personnel work (as defined below), which must have been in the Personnel or Human Resources Department of a Public Sector Employer, at least two (2) years of which must have been in a supervisory capacity; **OR**
- (d) Any combination of education, training and experience equal to or greater than that specified in (a), (b) or (c) above as determined by the Commissioner of Human Resources.

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

**NOTE:** Technical personnel work is defined as, and limited to, higher level work experience in one or more of the following areas: civil service administration; public sector: job classification; compensation; benefits; recruitment; career counseling or placement; training and/or development; labor relations or contract administration. Experience working in a public sector Human Resources or Personnel Office or related employment environment is highly desired. Clerical experience in support of these technical personnel functions will not be acceptable for meeting the minimum qualifications.

**Please make sure to clearly demonstrate within your application for employment exactly how you meet the criteria outlined above. Vagueness and ambiguity will not be resolved in your favor.**

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

The Deputy Commissioner of Human Resources is responsible for assisting the Commissioner of Human Resources in the administration of New York State Civil Service Law and Rules by performing a wide variety of personnel administration duties of a highly technical nature. The Deputy Commissioner performs position classification, compensation studies, recruitment, community outreach, and research. He or she may be called upon to assist with and provide confidential support with contract negotiations. He or she may conduct workplace investigations, participate in disciplinary hearings, and grievance proceedings. The incumbent will assist with and support the County's Affirmative Action and Workforce Diversity Initiatives. An employee in this class will provide administrative oversight of the examinations program and payroll transactions processes and will supervise assigned staff. A Deputy Commissioner of Human Resources is responsible for gathering facts, interpreting situations and accurately and consistently applying the Civil Service Law, Local Civil Service Rules, and the various policies and contractual language to the various human resources situations that occur. The work is performed under the general direction of the Commissioner of Human Resources. A very high degree of autonomy and independent judgement is exercised when planning and carrying out the duties assigned. Supervision is exercised over the work of other staff members, examination monitors, interns, students and volunteers as necessary. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Provides administrative oversight of the mandated civil service functions of Tompkins County, including the supervision of subordinate staff in giving work assignments and reviewing results;
- 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 personnel problems, performs workplace investigations, and prepares a variety of reports and recommendations for the Commissioner of Human Resources;
- Assists the Commissioner with administration of the County's Affirmative Action Program and Diversity Initiatives by increasing awareness, promoting diversity and monitoring compliance with program goals and objectives;
- Assists the Commissioner with contract negotiations, disciplinary hearings and grievance proceedings;
- Ensures that appointments, promotions, removals, transfers and other personnel actions comply with Federal State and Local laws, rules, policies and procedures;
- Creates Seniority Rosters and ensures that the rights of employees are upheld in layoff situations;
- Provides education and information to department heads, supervisors, employees and the general public regarding the Civil Service process, civil service law, the local rules and policies;
- Conducts individual, department-wide and jurisdiction-wide classification and compensation studies;
- Analyzes job analysis questionnaires or duties statements, revises old or develops new specifications from the data obtained, recommends classification action to the Commissioner of Human Resources;
- Receives, reviews and serves as a check and balance against the Highway and Airport Departments as related to drug and alcohol test results related to 49 CFR Part382, other relevant sections of this law and Federal Motor Carrier Safety Administration regulations;
- As related to "civil officer" type of positions, utilizes the criteria of Sections 752 and 753 of New York State Corrections law to review convictions of applicants and determine whether or not such convictions may be a barrier to employment, overturns disapproval if warranted or discusses with the Commissioner to confirm continued disqualification, sends appropriate correspondence;
- Researches the law and prepares correspondence that deals with various aspects of public personnel administration;
- Maintains the Civil Service Rules for Tompkins County by making rule text changes and appendices amendments, creating Rules Resolutions, conducting public hearings and submitting such changes to the State for their approval;
- 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/technology and proposes/implements new procedures/technology with the goal being a more economical and efficient operation of the department;
- Assists the staff in charge of examinations with assessing the need for, and appropriate type of, examination by evaluating the adequacy of existing eligible list and turnover within the classification;
- As needed, administers a variety of written and performance tests;
- Assists with the maintenance of the Human Resources Department's section of the Tompkins County web site;
- May be called upon to serve as a back-up to personnel responsible for payroll input, payroll certification and roster record maintenance in the absence of assigned staff;
- May be called upon to serve as a back-up to personnel responsible for administration of the civil service examinations program in the absence of assigned staff;
- May be called upon to serve as a back-up to personnel handling the front office duties in the absence of assigned staff;
- Performs budgeting, accounts payable and accounts receivable duties if necessary;
- Performs reading assignments, travels to seminars and workshops and maintains a current technical working knowledge of the various laws, rules and regulations that govern public personnel administration;
- Reviews employment applications, reviews appeals of disqualified candidates and either overturns or upholds the initial determination with regard to the applicant's qualification for employment.

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

- 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 public personnel practices including position classification, examination administration, employee relations, public relations, performance evaluation, recruitment and affirmative action;
- Skill in the operation of a variety of office equipment, computer hardware and software;
- Ability to plan and supervise the work of others;
- Ability to independently analyze and resolve complex problems;
- Ability to understand, interpret and carry out complex oral and/or written directions;
- 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 priorities;
- Tact, courtesy, good judgment, regular and reliable attendance are all required characteristics.
- The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation.

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

#### **Physical**

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 job involves considerable visual effort. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen in order to perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand give 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, either with or without reasonable accommodation.

#### **Mental**

The work routinely involves considerable demands from extremely tight deadlines, constant rush orders, being frequently exposed to distressing human situations (disciplinary proceedings) and multiple conflicting priorities as the incumbent strives to meet the needs of the appointing authorities throughout Tompkins County.

#### **Environmental**

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. Risk of injury or illness is minimal. 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 06/2003

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