

# HUMAN RESOURCES MANAGER

## Tompkins County

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 0

### MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in personnel, public or business administration or a closely related field and two years of personnel experience, with one year of supervisory experience; OR

(b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in personnel, public or business administration or a closely related field and four years of personnel experience, with one year of supervisory experience; OR

(c) Graduation from a high school or possession of a high school equivalency diploma and eight years of full time paid experience in personnel, with one year of supervisory experience; OR

(d) An equivalent combination of experience and training as outlined in (a) , (b) and (c) above.

### Special Requirements:

Certification by Human Resources Certification Institute (Society For Human Resources Management) is desirable within 24 months of appointment.

Notary Public License desirable within 12 months of appointment.

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

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

This is a managerial position involving responsibility for the performance of personnel, commercial liability insurance and related activities in the town. The incumbent administers personnel policies, employee benefit programs, orientation programs, maintains and prepares a variety of records and reports and administers the Town's commercial insurance program. The incumbent coordinates personnel responsibilities for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) with the Administration Manager. Attendance at Town Board meetings is required. The work is performed under the supervision of the Town Supervisor with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over a small clerical staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Administers employee benefit programs including health insurance, workers' compensation, retirement, disability insurance, deferred compensation, life insurance;
- Coordinates civil service reporting activities, acting as liaison with County Personnel Office;
- Assists in the formulation and implementation of personnel policies and procedures;
- Coordinates and assists in the recruitment and interviewing of employees;
- Maintains the Town Personnel Manual and related handbooks;
- Maintains contacts with department heads to assist in mediating personnel related problems and to develop improved labor relations;

- Reviews and updates employees' duties statements and recommends salary grades to Town Supervisor and department heads;
- Develops and conducts employee orientation programs;
- Develops and conducts employee exit interviews;
- Schedules training programs for town employees in conjunction with department heads;
- Supervises and participates in the collection, tabulation and maintenance of statistical data;
- Prepares budget figures for Personnel Office, benefits programs and town's insurance program;
- Supervises the preparation of the payroll;
- Prepares a variety of personnel records and reports;
- Administers the town's commercial liability insurance coverage;
- Coordinates safety program for Town Hall with the Town's Safety Officer;
- Maintains security system for Town Hall;
- Acts as Co-chair of the Safety Committee;
- Provides direct support to the Personnel Committee;
- Develops and maintains employee related programs;
- Maintains and reconciles the Trust and Agency checking account;
- Coordinates personnel matters with the Administration Manager at SCLIWC;
- Supervises clerical staff and crossing guards.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles and practices of modern public personnel administration;
- Good knowledge of the overall organization of town government;
- Good knowledge of modern office practices, procedures and equipment;
- Ability to read and interpret complex regulations including those dealing with civil service, unemployment insurance, retirement system, health insurance and commercial insurance;
- Ability to communicate effectively, both orally and in writing;
- Ability to compile data and compose correspondence and reports from general instructions;
- Ability to prepare budget figures;
- Ability to reconcile checking accounts;
- Ability to deal courteously and effectively with the public, boards and committees, and counterparts in other municipalities;
- Ability to supervise the work of others;
- Physical condition commensurate with the demands of the position.