



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Deputy Human Resources Administrator**
Jurisdictional Class: Competitive
Civil Division: County, BOCES
Adoption: CSM 06/14/05
Revised: CSM 08/10/05; 05/13/15, 08/12/15, 12/13/17, 7/12/22, 4/18/23

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Human Resources Administrator, the Deputy Human Resource Administrator is responsible for the Civil Service and Human Resources functions of Cayuga County. This includes administration of the Civil Service law and functions for all jurisdictions under the purview of the Cayuga County Civil Service Commission. Responsibilities also include implementation of all county policies, labor agreements and related parameters applicable to the workforce. The incumbent promotes union/management relations, assists individual employees with job-related problems and advises the Human Resources Administrator as to potential problem areas. Duties require thorough knowledge of Civil Service rules, federal and state laws, and county policies and the ability to apply them appropriately.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the provisions of the Civil Service Law and Rules;
Provides guidance, assistance and support to the Civil Service Commission in accomplishing their responsibilities;
As requested, may act as secretary to the Civil Service Commission, prepare for and maintain minutes of Commission meetings;
Assumes departmental leadership in the absence of the HR Administrator;
Supervises and participates in Civil Service activities including but not limited to applicant process, exams, results, position development, resolutions, record keeping, payroll certifications and jurisdictional communication within the parameters of the Civil Service laws;
Participates in Human Resources activities including recruitment, compensation, training, benefits, compliance, employee relations, record keeping and related activities;
Provides guidance and advice to department heads and hiring authorities regarding Civil Service processes, activities and compliance;
In conjunction with the HR Administrator supervision exercised over the department staff in the day to day department operations;
Prepares Civil Service and HR reports and analysis as requested;
May delegate assignments as appropriate;
As requested, may attend legislative meetings and participate as needed in legislative proceedings;
Administers leaves of absence including but not limited to FMLA leaves, workers compensation leaves and other leaves of absence;
Participates in planning and conducting a variety of informational human resources programs for County Employees;
In conjunction with the HR Administrator works with department heads to assess workforce needs and formulate plans for future vacancies;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of Human Resources Management;
Good knowledge of the Civil Service Law and Rules;
Good knowledge of the organization and functions of County and municipal governments and their departments, agencies, and units;
Ability to plan, develop, and carry out a public employment-system;
Ability to understand and carry out complex oral and written directions;
Ability to plan and supervise the work of others;
High level of interpersonal skills;
Ability to utilize current technology including automated systems and common software including word processing, database, spreadsheet and visual presentation;
Good address;
Good judgment;
Resourcefulness in problem solving;
Excellent internal and external customer service skills;
Physical condition commensurate with demands of the position.

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, Labor Relations, Business, Political Science, or related field, PLUS four (4) or more years of experience in Human Resources management, labor and industrial relations, or related business experience, which shall have included supervision of others; OR
- (B) Accumulation of at least 60 credit hours from a regionally accredited or New York State registered college or university with an Associate's Degree in Human Resources Management, Labor Relations, Business, Political Science, or related field, PLUS six (6) or more years of experience in Human Resources management, labor and industrial relations, or related business experience, which shall have included supervision of others.

NOTE: Experience in Civil Service administration or familiarity with Public Employment processes is helpful.

ADDITIONAL REQUIREMENT FOR BOCES ONLY:

10 years of experience in Human Resources work that includes supervision of staff, policy development, compensation management and planning, federal compliance with COBRA, FMLA and ADA.