



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Human Resources Administrator**
Jurisdictional Class: Exempt (Approved – NYSCSC 1/12/06)
Civil Division: County
Adoption: CSM 06/15/05
Revised: CSM 7/13/05, 8/10/05, 4/11/07, 4/08/09, 8/12/09; 10/14/09

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the administration of county government human resources and civil service related matters under the jurisdiction of the Cayuga County Civil Service Commission. The work is carried out in accordance with, and pursuant to, the requirements of both Civil Service Law, Rules, and Regulations, and also sound, modern public personnel administration principles and techniques. Duties include administration of the affairs of the office, implementation and evaluation of personnel functions relating to County Government, including but not limited to staff development and labor relations matters. Work is performed under the general direction of the Civil Service Commission, with wide leeway allowed for the exercise of independent judgment in carrying out assignments. Supervision is exercised over activities of all office staff members. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers the affairs of the office as a team leader maintaining a cohesive unified vision;
Advises department heads on civil service and personnel matters and procedures;
Coordinates departmental issues and consults with the County's Personnel Attorney or Labor Relations Specialists and County Attorney regarding personnel issues;
Provides consultation, advice, and information to government officials concerning a variety of civil service, personnel, benefit, labor relations, and public administration issues;
Advises the Civil Service Commission and County Legislature of current problems and of the progress of overall personnel and human resource programs;
Recommends improved personnel practices and policies;
Develops and may conduct portions of a formalized training program to meet staff orientation and training needs, or when necessary, engage the services of outside providers;
Participates in collective bargaining process by researching and preparing reports relative to negotiating issues;
Provides for a centralized administration and tracking of employee grievances and arbitrations;
Works with county department heads, supervisors and unions to reduce employee grievances;
Assists the County Legislature with the recruitment of Department Heads;
Assists in preparation of legislative resolutions pertaining to personnel;
Responsible for the maintenance of the county's compensation plans;
Prepares a variety of reports for the Commission and Legislature regarding personnel related issues;
Oversees the carrying out of the Department's responsibilities pursuant to Civil Service Law and Rules, County Policies and Practices;
Reports infractions of laws and rules or personnel policies to the Commission and/or Legislature;
Oversees and participates in surveys to analyze positions of employment to determine occupational data for salary and civil service job classification purposes;
Attends civil service meetings to provide advice and information concerning actions to be taken;
Acts as Secretary for the Commission and maintains minutes of Commission meetings;
Supervises the preparation of resolutions for commission action to update the Rules and Appendices;
Assists the Commission in the development and classification of job specifications;
Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules and procedures and current personnel practices of the county;

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Supervises the maintenance of a database of training attended by staff;
Assists in preparation of the department's annual budget and monthly legislative audit;
Supervises the preparation and maintenance of a variety of personnel records and reports;
Carries out a variety of administrative and technical personnel details.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to supervise office staff and communicate vision of office;
Ability to create an atmosphere of teamwork and cohesiveness in a multi-person office;
Ability to plan, develop, and carry out a central personnel program;
Ability to understand and carry out complex oral and written directions;
Ability to plan and supervise the work of others;
Ability to get along well with others;
Ability to use an alpha-numeric keyboard and utilize various types of software utilized by employer including word processing, database, spreadsheet and visual presentation;
Good knowledge of the modern principles and practices of public personnel administration;
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;
Good knowledge of the use of an alpha-numeric keyboard and use of word processing, database, and spreadsheet software;
Good address;
Good judgment;
Resourcefulness in solving administrative and technical personnel problems;
Tact and courtesy;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Juris Doctor Degree and passage of the bar within 12 months of appointment AND 6 months of experience in personnel administration, labor or industrial relations, contractual negotiations, or related experience which must have included supervision in a multi-person office; OR
- B) Master's Degree in Human Resources, Business Administration, Personnel Relations or related field AND 2 years of experience in personnel administration, labor or industrial relations, contractual negotiations, or related experience which must have included supervision in a multi-person office; OR
- C) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Human Resources, Personnel Management, Labor Relations, or related field AND 5 years of experience in personnel administration, labor or industrial relations, contractual negotiations, or related experience which must have included supervision in a multi-person office; OR
- D) 3 ½ years of full-time paid experience servicing at least 200 people in the private or public sector as a Human Resources Administrator, Deputy Human Resources Administrator, or other relevant title showing responsible supervision of human resources or civil service activities; OR
- E) Any equivalent combination of training and experience as outlined in (A), (B), (C) or (D) above.

NOTE: All volunteer or unpaid internships must be verifiable to count as experience as outlined in (A), (B) and (C) above.