

DEPUTY PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the County Personnel Officer in the administration of all personnel, and civil service related matters under the jurisdiction of the Cattaraugus County Civil Service. The work is carried out in accordance with, and pursuant to, the requirements of Civil Service Law, Rules, and Regulations, and also sound, modern public personnel administration principles and techniques. Duties include assisting the Personnel Officer in the administration of the affairs of the office, implementation and evaluation of personnel functions relating to County government, including contract negotiations and labor relations matters. Work is performed under the general direction of the Personnel Officer, with wide leeway allowed for the exercise of independent judgement in carrying out assignments. In conjunction with the Personnel Officer, direct supervision is exercised over the activities of all office staff members. A Deputy Personnel Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Personnel Officer in the Collective Bargaining process by acting as a member of the "Negotiation Team" and by researching and preparing negotiating issues;
- Interprets contract language in dealing with the Legislature, Department Heads, and employees;
- In conjunction with the Personnel Officer, and as specifically directed, oversees the carrying out of the Department's responsibilities pursuant to Civil Service Law and Rules;
- Oversees and participates in surveys to analyze positions of employment to determine occupational data for civil service job classification purposes;
- Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules, and procedures;
- Investigates employee grievances, allegations of employee misconduct or incompetence, and complaints of unlawful discrimination in order to frame management positions based on facts observed;
- Prepares and presents management cases in grievances, before arbitrators, or the Public Employees Relations Board (PERB);
- Conducts grievance hearings to evaluate contentions of parties regarding disputed labor contract provisions in order to analyze information, using knowledge of facts in issue and labor relation practices and renders written decisions;
- Prepares formal charges in disciplinary matters and negotiates settlements;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of civil service administration, personnel and labor relations in order that adaptation in policies or procedures may be promptly initiated and effectively executed;
- Conducts legal research and drafts briefs, answers, petitions, memoranda of law, stipulations, agreements, etc. for use in arbitrations, PERB hearings, civil litigation or other forums, or assists an assigned attorney in such;
- Participates in collective bargaining negotiations, mediation, and fact finding sessions;
- Provides consultation, advice, and information to government officials concerning a variety of civil service, personnel, payroll, labor relations, and public administration issues;
- Answers a variety of questions from the public concerning civil service and personnel matters;
- Formulates plans and reports dealing with Affirmative Action and Equal Employment Opportunity;
- Acts for and in place of, the Personnel Officer in his/her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of sound, professional personnel administration; thorough knowledge of modern labor relations principles, practices, and procedures; good knowledge of Civil Service Law, Rules, and Regulations and the Public Employees' Fair Employment Act (Taylor Law); working knowledge of principles and practices of public personnel

administration as applied to a local government setting; ability to understand and interpret complex written material; ability to establish and maintain effective working relationships with labor organization employees, union representatives, and management; ability to deal with a wide variety of persons and government officials with tact and courtesy; ability to secure the cooperation of others; ability to perform research tasks and analyze data; good powers of observation; good address; good judgement; initiative and resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and five (5) years of experience in personnel administration, merit system administration, or labor and industrial relations;-*

OR

- B.) Ten (10) years of responsible administrative, professional, or managerial experience, five (5) years of which shall have been experience as described in (A) above.-**

NOTE:

*-A law degree or graduate degree in labor or industrial relations may be substituted for two (2) years of the specialized experience described in (A).

** -College study may be substituted for up to four (4) years of the general managerial, administrative, or professional experience with thirty (30) semester credit hours equivalent to one (1) year of experience. No substitution is permitted for the five (5) years of specialized experience in (B).

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 9/26/02

(Retitled from Deputy Director, Personnel & Labor Relations)

Revised: 8/18/17

(Retitled from Deputy Director, Human Resources)