

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly confidential position responsible for developing, implementing, managing and objectively administering public personnel administration programs and policies for the City of Albany. The incumbent provides leadership on a broad range of strategic, managerial, and operational issues including recruitment, benefits administration, civil service administration, labor relations, talent management, training, compliance, and organizational design. The position is responsible for overseeing compliance with Local, State and Federal mandates, as well as the technical provisions of Civil Service Law and Civil Service Rules and Regulations for all civil divisions that fall within the jurisdiction of the City including school district, public authorities and special districts. Duties also include primary responsibility for planning, implementing, and evaluating a wide variety of human resource policies and functions. The Director of Human Resources reports to the Commissioner of Administrative Services and works closely with senior leadership to execute the programs and key initiatives to support a diverse City workforce.

TYPICAL WORK ACTIVITIES:

- Directs and oversees the activities of the Office of Human Resources;
- Assists in the direction and implementation of programs and policies;
- Plans, implements, and reviews short- and long-term goals for the Office of Human Resources;
- Assists with the preparation and implementation of City policies and procedures;
- Oversees and supervises all aspects of Civil Service Administration for jurisdictions covered by the Albany Municipal Civil Service Commission;
- Partners with vendors to design, plan and manage the implementation, communication and administration of city-wide employee benefits programs such as health, dental and vision insurance, flexible spending plan, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program and other related benefits/programs;
- Leads annual benefit renewal and open enrollment processes;
- Oversees all aspects of the examination program for the city and all civil divisions;
- Manages regulatory human resources and New York State Civil Service compliance;
- Directs records retention and disposition processes for the office;
- Acts as consultant for local government officials, city department heads, union officials, and employees on a wide variety of matters concerning Civil Service Law, City of Albany Rules and Regulations, labor relations and personnel policies;
- Develops and implements training programs for employees;
- Responsible for enabling organizational development and effective employee communications;
- Develops and implements programs, procedures and practices to attract, retain and support a diverse workforce;
- Plans new methods and procedures for more efficient operation of the administration of the office and provides appropriate training to staff;

- Collaborates with leadership and HR staff to continuously review and revise job descriptions to reflect current and emerging responsibilities;
- Provides guidance on employee disciplinary actions;
- Provides support and information to City employees;
- Counsels and advises supervisors on labor relations issues and activities;
- Performs evaluations of subordinate employees;
- Recommends jurisdictional classification changes to the Civil Service Commission and assists in the formulation of resolutions for amending the City Civil Service Rules;
- Manages the Office's annual budget;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices and techniques of personnel administration, including public sector labor relations;
- Thorough knowledge of regulations, eligibility requirements and types of health insurance and benefit programs;
- Thorough knowledge of federal, state, county and local labor and employment laws;
- Comprehensive knowledge of principles and processes for providing customer and personal services;
- Thorough knowledge of public administration as it pertains to local government; working knowledge of the theory and administration of a civil service system;
- Skill in analyzing job descriptions, job requirements, supervisory practices, disciplinary practices, union contracts and employer policies from an anti-discrimination perspective;
- Thorough knowledge of New York State Civil Service Law and City of Albany Civil Service Rules and Regulations;
- Thorough knowledge of practices, policies, and procedures of public personnel administration;
- Thorough knowledge of principles of position classification techniques, examination administration, job evaluation, personnel transactions, and salary administration;
- Thorough knowledge of employee relations, public relations, performance rating, and recruitment;
- Thorough knowledge of City operations and functions;
- Good knowledge of the organization and functions of local government in New York State;
- Ability to inspire, build trust, persuade, engage, speak clearly about human resource issues, make tough decisions, and take difficult actions;
- Ability to hire, mentor, develop, train, retain, and manage a diverse staff
- Ability to manage human, financial, and information resources strategically
- Ability to effectively manage and integrate multiple disciplines, including technical, operational, planning, and policy development
- Ability to use Human Resources Information Systems or business process management software of integrated applications related to finance and human resources;

- Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
- Ability to oversee and supervise the work of others;
- Ability to analyze and organize data and prepare and maintain detailed records and reports;
- Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Ability to analyze and resolve complex problems;
- Initiative;
- Sound judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree and four (4) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision;
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and six (6) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision; OR
- C. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and eight (8) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision; OR
- D. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision; OR
- E. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.