

PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administration of all personnel and civil service related matters under the jurisdiction of the Cattaraugus County Civil Service. The position is further charged with the responsibility to provide organizational leadership to the Human Resources Department. Included are areas of planning, implementation and evaluation of all policies and functions relating to County employees, labor relations, employee training, workers compensation, Affirmative Action Program and the Fair Labor Standards Act, and all areas of the organization's finances. The duties are performed with independence and exercise of judgment within the confines of the applicable state and federal laws and policies established by the County Legislature. Direct supervision is exercised over the activities of all office staff members. A Personnel Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Enforces the New York State Civil Service Law and County Civil Service Rules and oversees all aspects of the process of public personnel administration;
- Serve as an advisor to the County Legislature, County management, department heads, union representatives and employees on various issues as they relate to personnel, union contracts and organizational changes;
- Interprets and applies the Civil Service Law in the formulation of policy and procedure and tracks and administers all related practices and procedures;
- Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules, and procedures;
- Implements and oversees investigations related to 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 required by labor contract provisions to evaluate contentions of parties in order to analyze information, using knowledge of facts in issue and labor relations practices and renders written decisions;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of civil service administration, personnel, payroll, 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 union contract negotiations including research, proposal development, compliance with changing laws, etc., and administer provisions of agreed contracts;
- Coordinates all employee claims of discrimination, harassment, or improper practice; thoroughly investigate and make recommendation on related matters;
- Assists the County management in the administration and enforcement of the Americans with Disability Act, Family Medical Leave Act, County Sexual Harassment and Workplace Violence Prevention Policies.
- Administers the underwriting function of self-insurance programs, and as appropriate, allocates the cost of members' health and workers' compensation insurance coverages to individual departments;
- Oversees employee health programming.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of human resource administration; good knowledge of public administration as it applies to local government; good knowledge of principles and administrative supervision; good knowledge of the laws affecting employment and labor relations; working knowledge of State Civil Service Law and local Rules and Regulations; skill in analyzing job requirements, supervisory practices, disciplinary practices, union contracts, and employer policies from an anti-discrimination perspective; skill in presenting labor arbitration cases, disciplinary cases, employment-related appeals and other quasi-judicial proceedings; ability to analyze and assess training needs and to provide training programs to address said needs; ability to manage and supervise an office and prepare budgetary materials; ability to communicate effectively both orally and in writing; ability to analyze and resolve complex problems regarding Human Resources and employee benefits matters; ability to plan, organize and evaluate the work of others; ability to establish and maintain effective working relationships requiring confidentiality , courtesy, tact, and discretion with employees, officials and the public; ability to work independently in carrying out the duties prescribed by law, custom, common practice; ability to use computerized office management tools; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in business or public administration, human resources, labor relations, political science, psychology or closely related field and two (3) years of work experience in the public sector which included the oversight/administration of human resources activities and programs such as health insurance, workers compensation and collective bargaining agreements;

OR

- B) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in business or public administration, human resources, labor relations, political science, psychology or closely related field and five (5) years of work experience in the public sector which included the oversight/administration of human resources activities and programs such as health insurance, workers compensation and collective bargaining agreements;

OR

- C) An equivalent combination of training and experience as defined by the limits of A) and B).

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 04/30/2015

Revised: 4/20/2021