

DEPARTMENT: Human Resources FLSA Status: Exempt/Executive 1/4/2010
CLASSIFICATION: NON-COMPETITIVE (Approved State CSC 03/28/2002)
APPROVED: MAY 18, 2000

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning, creating, implementing and directing all Niagara County Human Resource and Labor Relations policies and procedures in accordance with County, State and Federal requirements. The work is performed under the administrative direction of the Niagara County Legislature and wide leeway is allowed for the exercise of independent judgment in implementing the general personnel policies and objectives of the department. General direction is provided to the Manager of Labor Relations and general supervision is exercised over all department staff including those responsible for civil service functions. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes and directs the Human Resources and Labor Relations programs for the County;
2. Provides counsel and advice to the Legislature, Legislative committees, department heads, municipalities and school districts on a variety of employee/employer related issues;
3. Acts in concert with the Human Resources Committee of the Legislature to enforce departmental compliance with all Legislative policies and procedures;
4. Directs or conducts labor negotiations with recognized employee groups at the direction of the Legislature;
5. Organizes and participates in meetings with recognized employee groups to discuss labor/management issues;
6. Represents the County on Human Resources matters to the public, officials and professional groups;
7. Directs assigned personnel in the day-to-day accomplishment of the Department's work activities;
8. Administers the County procedures of disciplinary actions;
9. Prepares and monitors the annual budget for the Department;
10. Prepares and submits periodic County, State and Federal reports as required;
11. Develops and implements personnel policy in accordance with Local, State or Federal requirements to ensure County compliance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of Human Resource and Labor Relations principles and practices; thorough knowledge of Niagara County government organization; working knowledge of the State Civil Service Law and local Rules and Regulations; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both orally and in writing; ability to delegate and direct the activities of several employees; ability to establish and maintain an effective working relationship with employees at various levels of government and with the public; professional and personal integrity; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in public administration, business administration or a related field **and** three years of full-time paid experience in personnel administration in either the public or private sector; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public administration, business administration or a related field **and** five years of full-time paid experience in personnel administration in either the public or private sector.