

DEPUTY PERSONNEL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class acts generally for and on behalf of the Personnel Officer consistent with the provision of the Broome County Charter and assists in directing the daily operation of major organizational and program components of the Broome County Department of Personnel. The attainment of organizational objectives are designed to achieve compliance with State mandated Civil Service Laws, Broome County Rules, and the various policies and contractual language to the various Personnel situations that occur. The incumbent also assists in the negotiation of labor contracts with various bargaining units. The incumbent promotes union/management relations, assists individual employees with job-related problems and advised the Personnel Officer as to potential problem areas. The work is performed under the general supervision of the Personnel Officer with considerable leeway allowed for the exercise of independent judgment in implementing the general personnel policies and objectives of the department. Supervision is exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides administrative oversight of the mandated Civil Service functions of Broome County;

Supervises various phases of public personnel administration, including position classification, recruitment efforts, the Civil Service examination administration and the processing of a variety of personnel transactions;

Assists the Personnel Officer with contract negotiations, disciplinary hearings and grievance procedures;

Directs the development and enhancement of automated systems in support of the operations of the department;

Directs the formulation of personnel policies affecting the County Service and/or local jurisdictions including revisions of the Broome County Rules for the Classified Civil Service;

May conduct salary surveys, researches and analyzes comparative compensation and benefit programs;

Interprets various Federal laws, New York State Civil Service Law, the Local Rules and applicable contract language applying it to Personnel policy and procedures for all agencies under the jurisdiction of Broome County;

Ensures compliance with the areas of Equal Employment and Human Rights and other applicable local, federal and state laws;

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Writes language to be included in contracts;
Prepares cost projections and budget impact of the proposed salary and fringe benefit modifications;
Recommends department annual budget changes and assists the Personnel Officer with preparation of the budget;
Works with department heads to assess workforce needs and formulate plans for future vacancies;
Attends legislative meetings to provide information or advice on matters concerning Civil Service administration or personnel issues;
Advises department heads on personnel laws and regulations and labor contract interpretations;
Prepares, presents, and maintains a variety of information and reports;
Acts in place of the Personnel Officer in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the general principles and practices used in modern personnel administration, Civil Service Administration and contract negotiations;
Thorough knowledge of New York State Civil Service Law and municipal rules;
Thorough knowledge of the general principles and practices used in modern labor relations, which would include the subjects of contract negotiation, mediation, fact-finding, arbitration, contract administration and interpretation, labor relations law and current trends in the labor relations field;
Good knowledge of communications and supervisory practices and the rights and obligations of management and unions;
Good knowledge of labor relations, training, employee grievance procedures, and the Equal Employee Opportunity federal laws;
Good knowledge of the organization and functions of local government;
Good knowledge of the goals and objectives of assigned organizational components of the department;
Good knowledge of the organization of Broome County departments and agencies;
Ability to establish and maintain effective working relationships with department heads, union representative, and employees;

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Ability to identify critical problems areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations;

Ability of communicate effectively both orally and in writing;

Ability to present clear and concise oral and written reports;

Ability to develop long-term plans and programs, and to evaluate work accomplishments;

Ability to research data and formulate policy;

Ability to analyze facts and exercise sound judgment in arriving at conclusions;

Ability to plan, supervise and review the work of professional, technical and clerical subordinates;

Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four years of public personnel experience, two of which must have been at a managerial or administrative level.