

SENIOR PERSONNEL ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative personnel work responsible for a wide variety of duties in personnel administration. Work requires a high degree of independent judgment in analyzing problems and developing solutions in conformance with law, rules and regulations, which also address concerns of affected personnel and employees. Work is performed under general direction of the Personnel Officer. Supervision is exercised over clerical and technical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Collects, analyzes and evaluates a variety of existing positions and organizational structures and makes recommendation for changes;
Responds to inquiries and requests for information from a variety of persons, including elected or appointed officials, county and municipal employees, candidates for appointment or examination, and members of the public;
Advises county departments and local agencies regarding interpretation and implementation of Civil Service Law and Putnam County Rules and personnel policies and practices to ensure correct and consistent application and compliance;
Advises employees on a variety of matters including, but not limited to, contract interpretation, health insurance, retirement, Worker's Compensation and vocational problems;
Interviews employees, supervisors and management personnel to ascertain information relative to work being performed in order to prepare specifications;
Interviews job applicants and make recommendations as to hiring;
Analyzes specific department position requests as to management and organizational needs;
Administers a variety of personnel duties including, but not limited to, labor relations research, wages, and salary plans, employee evaluation systems, etc.;
Assists in internal office administrations;
Meets with department heads and employees to clarify and resolve personnel problems including those arising from the application of the Civil Service Law;
Studies and reports on a variety of personnel functions within various county departments such as the quality of supervision, job rotation systems, etc.
Assists in the development and implementation of a set of personnel policies and procedures and rules for county officers and employees;
Performs research for labor negotiations, fact-finding and grievances;
May participate as a member of the management negotiating team;
May administer recruitment and/or orientation and training programs;
May administer classification and/or employee evaluation programs;
May administer employee exit interviews;
May maintain a position and personnel registry and file system;
Performs a variety of related activities as required.

In the absence of the Purchasing Director, may also:

Exercise authority to sign all requisitions, purchase orders and vouchers according to law, rules and regulations;

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Review requisitions and purchase orders to insure conformance with General Municipal Law and with purchasing regulations, policies and procedures;
Contact vendors to obtain information as to availability of product, price, service and delivery dates;
Supervise Purchasing and Central Services staff, as necessary;
Assist in transferring equipment and supplies between departments and agencies as approved by the County Executive;
Consult with department heads as to their purchasing needs;
Attend conventions and meetings pertaining to purchasing activities;
Perform a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of public personnel administration including Civil Service Law, rules, regulations; thorough knowledge of principles and practices of, and techniques used in, civil service appointments, promotions, terminations, position classification, job evaluation, salary administration and analyses, performance rating, organizational studies, and exam administration; good knowledge of the techniques of research and negotiation; good knowledge of New York State Civil Service Law including the Taylor Law; good knowledge of the organization and functions of local government in New York State; good knowledge of county operations and functions; ability to plan, schedule, organize and delegate work efficiently and effectively; ability to research, organize and analyze facts, make valid comparisons and draw logical conclusions; ability to communicate effectively, both orally and in writing; ability to read and interpret complex written materials; ability to develop and maintain effective working relationships with local officials, management and administrative level staff, union representatives, etc.; ability to effectively use computer applications such as word-processing, e-mail, database and spreadsheet; sound judgment; initiative and resourcefulness; courtesy; tact; neat appearance.

MINIMUM QUALIFICATIONS:

- a) Masters degree and one (1) year of professional experience in public personnel administration or labor relations; or
- b) Bachelors degree and two (2) years of professional experience in public personnel administration or labor relations; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.