

PERSONNEL OFFICER*

DISTINGUISHING FEATURES OF THE CLASS: This is a high level professional administrative position with responsibility for formulation and administration of rules, policies and procedures relating to personnel operation of the County and the various civil divisions and special districts within the County. Regarding administration of Civil Service law rules, regulations and policies, the incumbent functions independently as a public officer in carrying out a variety of statutory duties and responsibilities under the law. The Personnel Officer also serves as Equal Employment Opportunity (EEO) Officer for the County, with responsibility for implementing and overseeing the County's affirmative action and EEO programs. Work is performed under general direction of the County Executive. Supervision is exercised over professional and clerical staff in the Personnel Department. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Exercises all the powers and duties of a Municipal Civil Service Commission or Personnel Officer as provided for in Civil Service Law;

Administers the provisions of the New York State Civil Service Law, Civil Service Rules and Regulations for Putnam County and all municipalities within Putnam County, including Towns, Villages, School Districts, Public Libraries and Special Districts;

Prepares and administers personnel rules for County officers and employees subject to the approval by the County Executive and as otherwise provided by law;

Provides certification for payrolls by reviewing County officers' and employees' appointments and confirming that the appointments are in compliance with law, rules and regulations;

Administrates and coordinates all benefits programs and plans for current County employees and eligible retired County employees, as appropriate;

Assists the County Executive in negotiations and administration on behalf of the County for contract agreements with recognized employee representatives;

Assists the County Executive and the County Legislature on all personnel related matters;

Maintains a comprehensive salary plan;

Oversees the development of job training programs;

Acts as EEO Officer, ensuring employees are not discriminated against based on sex, race, gender, origin, and investigating and resolving any EEO violations or complaints;

Performs other duties related to personnel operations as may be required by the administrative code, local law or the County Executive;

Performs a variety of related activities as required.

PERSONNEL OFFICER (cont'd)

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;
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;
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 New York State Civil Service Law including the Taylor Law; thorough knowledge of the organization and operation of the County government; thorough knowledge of principles and practices of classification and compensation procedures; good knowledge of the principles and practices of supervision; working knowledge of the operation and organization of civil divisions and special districts in New York State; ability to maintain effective working relationships with other public officials; ability to communicate effectively both orally and in writing; integrity; good judgment; resourcefulness; creativity; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in public administration, business administration or related field and three (3) years of professional level experience in public personnel/human resources administration; or
- b) Bachelors degree and five (5) years of professional level experience in public personnel/human resources administration; or
- c) An equivalent combination of training and experience as indicated 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.

**Title changed to from Personnel Director to Personnel Officer, Putnam County Charter amendment, Resolution #394 of 2010.*

8/82; 6/96; 3/99; 5/06; 1/09; 5/14

Competitive Class