

## HUMAN RESOURCES MANAGER (BOCES)

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent of this class is responsible for managing, administering, coordinating and supervising personnel functions for BOCES in areas such as civil service administration and reporting; professional certification and certification maintenance, employee benefits programs, FMLA, Worker's Compensation and other leave policies in accordance with Federal, State and Local laws; personnel recordkeeping, labor agreement compliance and policy and procedure implementation. The incumbent also coordinates personnel responsibilities in regards to recruitment, orientation programs, and employee professional development. Working is performed independently. Supervision may be exercised over clerical support personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Acts as a liaison with Delaware County Civil Service on all reporting matters involving Civil Service law, regulations, procedures and paperwork; Organizes and assists in the recruitment and interviewing of certified and uncertified employees which may include establishing written procedures for internal job postings, promotion and reassignment processes; overseeing background and reference checks; and providing training and guidance to members of interview committees; Advises employees with regard to benefits programs, retirement, worker's compensation, FMLA and other leave policies and procedures for the jurisdiction; Receives, reviews and approves applications for FMLA leave time to ensure eligibility and applicability to state and federal regulations; Manages personnel files and automated record-keeping for all BOCES employees to ensure compliance with Civil Service laws and applicable labor regulations; Maintains logs of work-related injuries and illnesses for all employees as required by federal and state labor laws and prepares all required forms and reports; Reviews and updates all current personnel forms and develops new personnel forms to be used as necessary; Creates and maintains the Employee Handbooks to ensure that all personnel policies and procedures are up to date by continuously monitoring and evaluating its contents; Conducts job evaluations and develops job descriptions to ensure both the effectiveness of each employee and that the descriptions accurately reflect current job assignments, duties and responsibilities; Maintains regular contact with the Superintendents and administrative staff to assist in mediating personnel related problems and to develop improved labor relations; Assists in labor relations functions, including gathering information for contract negotiations, grievance administration and disciplinary procedures; Oversees the administration of employee leaves to ensure compliance with federal, state and civil service laws, policies and collective bargaining agreements; Administers employee benefits program including paid leave and insurance, and reviews all administration procedures for compliance with federal and state regulations, municipal policies and collective bargaining agreements; Interprets, applies and reviews federal and state labor laws and regulations that may apply to municipal employers to ensure compliance; Prepares or supervises the preparation of various reports including attendance, health, retirement and or State or Federal periodic reports; Prepares the department's annual budget figures for superintendent to review; Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

## FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

**CHARACTERISTICS:** Thorough knowledge of modern human resource management practices; Good knowledge of public personnel administration principles, practices, procedures and terminology; Good knowledge of the application and interpretation of Delaware County Civil Service Rules as they apply to personnel transactions and payroll; Good knowledge of New York State Civil Service Law; Good knowledge of provisions of labor laws including the Fair Labor Standard Act, Family Medical Leave Act and Americans with Disabilities Act; Good knowledge of records administration within an automated data processing environment; Knowledge of labor contracts as they apply to public personnel administration; Ability to effectively plan and organize work; Skill in decision-making and problem solving to resolve issues in a timely manner; Ability to deal with officials, employees and their representatives and the public; Ability to analyze complex employee relations issues and formulate realistic solutions; Ability to communicate effectively, both orally and in writing; Ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; Ability to use computer applications such as spreadsheets, word processing, email and database software; strong interpersonal skills; tact; courtesy; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public or Business Administration, Human Resources Management, Education, School Counseling, Organizational Development or closely related field and one year of experience which involved human resources functions such as orientation programs, training and development, recruitment, benefit administration, career services, position analysis or job specification writing OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in above stated or closely related field and two years of experience as stated in (A).
- C. An equivalent combination of training and experience as indicated in (A) or (B).

Adopted 4/27/16

Revised 6/3/16; 10/20/17

Reviewed: 5/27/22