

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving the supervision of all aspects of the personnel functions of the City. The Director of Human Resources supervises, directs and coordinates the personnel functions in conjunction with the Norwich Civil Service Commission (CSC), develops employee training programs, administers employee benefit packages, and supervises all operations of the Personnel Office. Work also involves maintaining files on City personnel and personnel related issues and includes participation in collective bargaining negotiations. Implements rules and regulations established by New York State, the City of Norwich, and the CSC. Significant latitude is given for the exercising of technical judgment and for devising and installing new procedures when necessary and permitted. Work includes interdepartmental coordination and supervisory responsibilities.

TYPICAL WORK ACTIVITIES:

Plans, directs and controls the activities and daily operations of the department;
Maintains personnel files and CSC files;
Prepares job descriptions and job duty statements;
Oversees the employee recruitment process;
Develops and implements programs for the training and general improvement of City personnel;
Provide employee counseling services;
Maintains general knowledge of personnel management issues, especially those in the public sector including Public Employment Relations Board (PERB) and court rulings;
Provide advice to the Common Council, City administration and department heads on all personnel related issues;
Prepares personnel related policy recommendations for the Common Council's consideration;
Implements and supervises health and safety programs including but not limited to OSHA, drug and alcohol free work place, employee physicals;
Acts as Chief Negotiator for collective bargaining on behalf of the City of Norwich.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of current personnel practices;
Familiarity with the rules and regulations of CSC and PERB;
Good knowledge of modern business practices and some familiarity with municipal government;
Ability to negotiate with others;
Ability to comprehend and follow complex oral and written instructions and regulations;
Ability to prepare and analyze complex forms, applications and reports;

Ability to plan and direct the work of others;
Ability to communicate effectively by speech and written word;
Ability to establish and maintain professional relationships with supervisors, subordinates and general public;
Ability to maintain confidentiality of information.

PERSONAL CHARACTERISTICS:

Sound judgement; courtesy and tact; initiative; discretion.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND:

1. Graduation from a regionally accredited college or university with a Bachelor's degree with a major specialization in industrial and labor relations, or human resources, or psychology; or public or business administration;

And

Five years experience in developing and implementing personnel systems including employee training and development programs with preference given to experience obtained in the public sector;

Or

2. Twelve years of experience in the private or public sector with a background in personnel and development, collective bargaining and personnel recruitment and training; (NB)

Or

3. Any equivalent combination of education and experience sufficient to demonstrate the ability to perform the work of this position.

(NB) Master's degree in human resources, industrial and labor relations or public administration with a specialization in personnel management may be substituted for three years of experience.