

Associate Director of Human Resources

Distinguishing Features: This position is to coordinate human resource policies and programs with emphasis on the benefits, compensation and labor relations areas insuring that the City is in full compliance with applicable laws, regulations and collective bargaining agreements. Duties include working closely with the Director of Human Resources in developing, implementing and evaluating ongoing City policies, programs and function. This position is responsible for handling grievances, assisting management with disciplinary proceedings, providing technical assistance during contract negotiations and interpreting collective bargaining agreements for policy development. Supervision may be exercised over subordinate staff. Work is performed under the general direction of the Director. Associate Director acts in the stead of the Director as required.

Typical Work Activities:

- Plan, direct and supervise all activities related to the administration and maintenance of the employee benefits program.
- Assists the Human Resources Director in the daily administration of the department as directed or assigned including recruitment and selection, promotions, transfers, labor negotiations and contract administration, affirmative action/EEO compliance, job classification and performance evaluations.
- Develops, prepares, generate and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as benefit costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, affirmative action/EEO, compensation and promotions.
- Receives and responds to employee grievances.
- Provides advice and counsel to management personnel on labor management practices and procedures including contract administration, employee relations, union-management issues and the grievance procedures.
- Participates in labor negotiations by providing information involving cost/benefit analysis of contract language related to the usage of benefit time and work rules.
- Acts in the stead of the director during absence or inability to perform the duties thereof;

Full Performance Knowledges, Skills, Abilities and Personal Characteristics:

Thorough knowledge of current human resource and labor relations principles and practices; knowledge of New York State Civil Service laws, rules and regulations; good knowledge of benefit programs; good knowledge of the administration of public employee contracts; ability to interview, counsel and negotiate with parties involved in grievances and labor/management disputes; ability to analyze data and make appropriate conclusions; ability to communicate effectively both orally and in writing; ability to operate modern software programs and a personal computer; tact; courtesy; sound judgment; professional appearance; integrity; physical condition commensurate with the demands of the position.

Minimum Qualifications:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Resources, Labor Relations, Public Administration or related field and two (2) years of experience in human resources, contract and benefit administration. Public sector experience preferred but not required,

OR

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years of experience in human resources, contract and benefit administration. Public sector experience is preferred but not required.