

HUMAN RESOURCES ADMINISTRATOR

(COMPETITIVE CLASS)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for administering a Personnel and Labor Relations program for the City of Saratoga Springs (City). This involves developing, implementing and administering a variety of policies and programs related to employee hiring and retention, training, and discipline. The Administrator is also involved in contract administration and collective bargaining agreement negotiations. The Human Resources Administrator works in conjunction with the Secretary to the Civil Service Commission in determining the appropriateness of new and reclassified positions to be presented to the Commission for approval. (CSL Section 22) The Human Resources Administrator shall be responsible to provide services to all City Departments and entities under the Commission form of government. The Human Resources Administrator works under the general supervision/direction of the Mayor/Deputy Mayor with leeway to exercise independent judgment and decision making in carrying out the job duties and responsibilities. The position will supervise the work of subordinate employees who may be assigned to this office. Additionally, the incumbent will perform program related work, as required, or as directed by the Mayor/Deputy Mayor.

TYPICAL WORK ACTIVITIES The duties listed are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Develops/Implements policies, practices and procedures for the interviewing and selection of candidates seeking employment with the City.

Develops and implements recruitment strategies to assist in the hiring of employees for the City. Encourages hiring practices that enhance employment opportunities for protected class individuals in accordance with Equal Employment Opportunity (EEO) guidelines.

Advises Department Heads on the use of established personnel procedures/practices/programs related to employee hiring and retention.

Works in conjunction with the Secretary of the Civil Service Commission in the maintenance of personnel records and the filing of necessary reports (CSL Section 97)

Develops, coordinates and manages an orientation program for new City employees;

Assists the Civil Service Commission Secretary with desk audits and the classification and reclassification of positions; (CSL section 22)

Undertakes periodic salary surveys;

NOTE: These above work activities are performed in conjunction with the Secretary to the Civil Service Commission.

Develops and maintains the City's Policy and Personnel Manual. Ensures that all employees have access to, or are provided with a copy of City policies.

Revises/Updates/Creates Personnel policies for City Council approval, as necessary;

Assists the appointing authority with the placement of positions on salary schedules with respect to position classification/reclassification;

TYPICAL WORK ACTIVITIES continued

Provides guidance and assistance in the areas of counseling and discipline to City managers and supervisors in dealing with problem employees. Ensures that these matters are handled in accordance with the City's collective bargaining agreements and/or Civil Service Law.

Assists City Departments in the handling of all aspects of the Grievance process pursuant to the various bargaining agreements, as well as Improper Practice charges filed by the Unions against the City at the Public Employment Relations Board (PERB).

Participates as a member of the City's bargaining team in collective bargaining agreement negotiations with the various bargaining units.

Provides assistance to City managers and supervisors in collective bargaining agreement administration and language interpretation.

Acts as compliance officer for the City's Labor Relations responsibilities including maintaining records, as required by law.

Assists City Departments in the investigation and processing of employee workplace complaints.

Develops/Plans/Implements training programs for employees/supervisors/managers, as required.

Coordinates/Administers the following Human Resource programs: Employee Assistance Program; Random Drug/Alcohol Testing Program and Identification (ID) Card Program.

At the request of Department Heads, handles all aspects of City-medical evaluation referrals to determine fitness for duty pursuant to Section 72 of the Civil Service Law.

Represents the Human Resources office as a member of the City-wide Safety Committee at its monthly meetings.

Ensures that City policies/practices/programs are consistent with applicable Federal/State laws, rules and/or regulations.

Ensures all new employee checklist requirements are met and updates the checklist as required.

Acts as a consultant to Department Heads, supervisors and employees on human resource policies/programs, and labor contracts

Provides support and information to City employees, as appropriate.

Conducts exit interviews for employees leaving City employment and ensures all exiting employee checklist requirements are met.

Represents the City at unemployment hearings.

Performs other related duties, as assigned by the Mayor/Deputy Mayor.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of modern principles and practices of personnel administration and labor relations; thorough knowledge of interviewing techniques; thorough knowledge of techniques for implementing employee training programs; thorough knowledge of collective bargaining negotiations, thorough knowledge of contract administration, including the grievance and disciplinary process;

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: working knowledge of New York Civil Service Law, Taylor Law and other laws, rules and regulations affecting public employment in New York State; ability to compile information and prepare correspondence, reports, policies and other written material; ability to read and interpret complex material; ability to establish and maintain cooperative working relationships; ability to communicate effectively with others, both orally and in writing; ability to work independently; ability to exercise initiative, good judgment and decision making; professional and personal integrity, tactfulness and resourcefulness.

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Master's Degree in Personnel Administration, Public Administration, Labor Relations or Business Administration or a closely related field AND three (3) years of full-time paid experience in both personnel management/administration and labor management or labor relations, one (1) year of which must have involved negotiating or administering employee contracts; OR
2. Graduation from a regionally accredited or New York State four-year college or university with a Bachelor's degree in Personnel Administration, Public Administration, Labor Relations or Business Administration or a closely related field AND four (4) years of full-time paid experience in both personnel management/administration and labor management or labor relations, one (1) year of which must have involved negotiating or administering employee contracts; OR
3. Graduation from a regionally accredited or New York State four-year college or university with a Bachelor's degree AND six (6) years of full-time paid experience in both personnel management/administration and labor management or labor relations, one (1) year of which must have involved negotiating or administering employee contracts.

NOTE: Preference may be given to individuals with experience in public sector employment.

Acceptable training and experience is defined as the direct involvement in and responsibility for:

- the negotiation and administration of employee contracts/union contracts;
- preparation and participation in the hiring process;
- developing, implementing and administering policies/procedures/programs related to hiring, retention, training and discipline of employees;
- establishing and maintaining a professional relationship with various department heads and/or elected officials.

Approved: December 12, 2002

Revised: January 7, 2004; December 1, 2004; January 26, 2005; March 24, 2010; March 4, 2013