

DIRECTOR OF EMPLOYEE RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning, organizing, developing, directing, coordinating, and evaluating various Ontario County Employee Relations' programs. The work is characterized by responsibility for programs involving maintenance of the Management Compensation Plan and its rules for administration, retention and turnover, salary surveys, and employee services, which includes employee education and training, performance evaluation, disciplinary actions and grievances, unemployment insurance, recognition and award, retirement, employee assistance programs, internships, award and recognition programs and participation in Labor/Management situations. The work is carried out in accordance with applicable Local, State and Federal laws, rules, regulations and codes. The work of this class is limited to various employee relations' matters only, and technical matters related primarily to administration of Civil Service Law, rules and regulations are carried out by other specialized classifications. Work is performed under the administrative direction of the Human Resources Director and the Personnel Committee of the County Legislative Body, with wide leeway allowed for independent judgment in contributing to the Human Resources Department's mission. Direct and general supervision, as the case may be, may be exercised over the work of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as Administrator of the Ontario County Workers' Compensation Self-Insurance Plan;
 Periodically surveys prevailing salaries, both management and contract, and recommends to the Human Resources Director measures to eliminate inequity recruitment difficulties, retention and turnover;
 Promulgates on behalf of and subject to the approval of the Human Resources Director, standard employment rules and regulations governing County employees and acts in effecting compliance;
 Administers and coordinates the employee evaluation program in conjunction with Civil Service law and negotiated agreements;
 Coordinates employee grievances and disciplinary actions, and participates as directed by the Human Resources Director and County Administrator in the resolution of same;
 Submits periodically to the Human Resources Director, recommendations on employee administrative matters;
 Manages and coordinates all employee education and training activities within the limits of the appropriations provided;
 Serves as liaison for employees, departments and agencies of the County with the Human Resource Department;

Continued on Page 2

DIRECTOR OF EMPLOYEE RELATIONSTYPICAL WORK ACTIVITIES: (Continued)

Consults with Human Resource personnel and County program managers relating to negotiated agreements for purposes of providing information, understanding agreements impact upon employee relations' programs, and coordinating activities;

Administers the Unemployment Insurance Programs and represents County at hearings and appeals;

Provides employee communication, including employee newsletter;

Supervises employees engaged in carrying out assigned aspects of the employee relations program;

Coordinates Student Internship Programs;

Administers the Awards and Recognition Programs;

Coordinates and acts as liaison for employees with the New York State Retirement System;

Participates in the preparation of the annual budget for the Human Resources Department;

Participates in Labor/Management meetings as directed by the Human Resources Director;

Performs such other duties and makes such reports as may be required by the Human Resources Director, County Administrator or the Board of Supervisors, including an annual report of the position's activities to the Human Resources Director;

Performs such other related duties set forth in Local Law and as may be required by the Board of Supervisors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of principles and practices of employee relations' administration involving wage and salary administration, employee benefits, employee performance appraisal, employee orientation, and employee effectiveness and morale; thorough knowledge of management and organizational principles and practices; good knowledge of principles and practices of supervision; good knowledge of organizational structure, functions, operations, objectives and goals of the Department of Employee Relations and its programs; good knowledge of State and Federal legislation and regulations affecting employee relations' administration; ability to prepare detailed and/or complex correspondence to explain and support employee and/or support employee and/or program decisions, policies and recommendations; ability to supervise in a manner conducive to full performance and high morale; ability to analyze information gathered for the purpose of developing recommendations and/or working decisions; ability to make oral presentations concerning employee relations' plans and programs.

Continued On Page 3

DIRECTOR OF EMPLOYEE RELATIONS

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and three years of full-time work experience in a supervisory position in planning and supervising employee service programs including wage and salary administration; or
2. Seven years of full-time work experience in employee service programs, three years of which must have been in a supervisory capacity described in (1) above; or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

NOTE: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Personnel Administration, or Labor Relations or Business or Public Administration with a concentration in personnel may be substituted for one year of Non-supervisory experience.

Civil Service Classification: Non-Competitive
Approved: 6/1/05