

DIRECTOR OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the purpose of planning, implementing, directing and maintaining personnel services for a school district; serving as a resource and maintaining staffing to ensure that personnel functions conform to district, state and federal requirements. The work is performed under the administrative direction of the District Superintendent. Oversight is exercised over the activities of department staff. A Director of Personnel does related work as required.

TYPICAL WORK ACTIVITIES:

- Represents school district in negotiations of collective bargaining agreements with employee organizations representing administrators, teachers, other certified personnel, and classified civil service employees;
- Administers negotiated collective bargaining agreements;
- Investigates employee grievances, allegations of employee misconduct and incompetence in order to frame management positions based on facts observed;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of personnel and labor relations in order that adoption in policies or procedures may be promptly initiated and effectively executed;
- Work closely with the management team to provide advice and support on human resource related issues (union or non-union);
- Oversee processes related to employee recruitment, retention and satisfaction
- Seek legal advice as appropriate and provide support to legal counsel once engaged to represent;
- Investigates grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment.
- Manages multiple Human Resources database systems for the purpose of ensuring systems are functioning, providing accurate/timely information and performing the intended service.
- Directs workers compensation program for the purpose of ensuring all work related injuries are properly reported, employees receive necessary safety information, medical treatment, and are returned to full work duties as quickly as possible;
- Reviews qualifications of teachers and administrators to assure compliance with the Commissioner of Education's certification and qualification requirements; Acting as Regional Certification Officer;
- Assures school district compliance with laws and rules administered by the local Civil Service Agency;
- Interviews applicants for teaching positions in order to recommend hiring and job assignments;
- May act as Training and Affirmative Action /Equal Employment Opportunity Officer;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of legal environment governing public employment labor relations and personnel administration in New York State; good knowledge of the principles, practices, and strategies governing the conduct of labor relations and collective bargaining negotiations; skill in communicating effectively; skill in organizing and consolidating information; ability to establish suitable relations and deal effectively with school officials, employees, and Union representatives; resourcefulness in solving personnel problems; good judgement; thoroughness.

MINIMUM QUALIFICATIONS: Possession of a bachelor's degree and four (4) years of experience in human resources administration which included the administration of activities and programs such as civil service, recruitment and collective bargaining agreements.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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