

HUMAN RESOURCES MANAGER (Cities)

DISTINGUISHING FEATURES OF THE CLASS: The position oversees the Human Resources Department and is responsible for developing and implementing comprehensive human resources strategies that align with the City's objectives and ensures integration with the City's overall strategic plan. The position is further charged with the responsibility to provide organizational leadership of the City's Human Resources Department. Included are areas of planning, implementation and evaluation of all policies and functions relating to City employees, labor relations, employee training, workers compensation and the Fair Labor Standards Act. The duties are performed with independence and exercise of judgment within the confines of the applicable state and federal laws and policies established by City leadership. Direct supervision is exercised over the activities of all Human Resources staff members. A Human Resources Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervise the day-to-day operations of the HR department, including oversight of staff performance and development;
- Responsible for the hiring, training and professional development of HR department personnel;
- Evaluate staff performance, provide mentoring and ensures departmental goals are achieved through effective leadership;
- Lead the recruitment process for all City positions. Implement innovative recruitment strategies and oversee the selection process of new employees;
- Serve as an advisor for complex employee relations issues, including dispute resolution, disciplinary actions and grievances;
- Develop and enforce HR policies and procedures;
- Monitors and ensures compliance with all federal, state and local legal requirements;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of civil service administration, personnel, payroll and labor relations. Maintains oversight of compliance protocols to safeguard the organization;
- Design and administer effective training and development programs for City employees;
- Coordinates all employee claims of discrimination, harassment or improper practice. Thoroughly investigate and make recommendations on related matters;
- Develop and manage the Human Resources departmental budget;
- Participates in collective bargaining negotiations, mediation and fact-finding sessions. Acts as the primary HR liaison between the city, external agencies and other stakeholders and advocates for the City's interests;
- Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules and procedures;
- Answers a variety of questions from applicants and staff concerning personnel and labor relations matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the legal environment governing public employment labor relations and personnel administration in New York State; working knowledge of the principals, practices and strategies governing the conduct of labor relations; skill in communicating effectively; skill in organizing and consolidating information; ability to establish suitable relations and deal effectively with agency officials, employees and Union representatives; resourcefulness in solving civil service, labor relations and personnel problems; good judgement, thoroughness, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a bachelor's degree and two (2) years of experience in personnel administration;

OR

B) Possession of an associate degree and four (4) years of experience in personnel administration;

NOTE: Personnel administration includes activities in areas such as classification and salary administration, recruitment, selection, placement of staff and labor relations.

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

Adopted: 7/22/24