

SENIOR HUMAN RESOURCES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves administering the New York State Civil Service Law for civil divisions and agencies under the jurisdiction of the Cattaraugus County Civil Service Commission. An incumbent also formulates and administers personnel and labor relations policies according to a knowledge of laws, regulations, labor contract terms and practices, and legislative objectives. The work is performed under the general supervision of the Human Resources Director. Supervision is exercised over subordinate employees engaged in personnel and clerical work. A Senior Human Resources Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees and participates in surveys to analyze positions of employment to determine occupational data for civil service job classification purposes;
- Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules, and procedures;
- Attends civil service commission meetings to provide advice and information concerning actions to be taken;
- Evaluates and produces data utilized in development of civil service examinations and conducts recruitment and examination programs;
- Investigates employee grievances, allegations of employee misconduct or incompetence, and complaints of unlawful discrimination in order to frame management positions based on facts observed;
- Prepares and presents management cases in grievances, before arbitrators, or the Public Employees Relations Board (PERB);
- Conducts grievance hearings to evaluate contentions of parties regarding disputed labor contract provisions in order to analyze information, using knowledge of facts in issue and labor relation practices and renders written decisions;
- Prepares formal charges in disciplinary matters and negotiates settlements;
- Studies legislation, case law, arbitration and PERB decisions to keep abreast of developments in the field of civil service administration, personnel and labor relations in order that adaptation in policies or procedures may be promptly initiated and effectively executed;
- Conducts legal research and drafts briefs, answers, petitions, memoranda of law, stipulations, agreements, etc. for use in arbitrations, PERB hearings, civil litigation or other forums, or assists an assigned attorney in such;
- Participates in collective bargaining negotiations, mediation, and fact-finding sessions;
- Provides consultation, advice, and information to government officials concerning a variety of civil service, personnel, labor relations, and public administration issues;

- Answers a variety of questions from the public concerning civil service and personnel matters;
- Formulates plans and reports dealing with Affirmative Action and Equal Employment Opportunity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the legal environment governing civil service administrations, public employment labor relations, and personnel administration in New York State; good knowledge of the principals, 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 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 three years of experience in personnel administration, merit system administration or labor relations;*

OR

- B) Seven years of responsible administrative, professional or managerial experience, three years of which shall have been experience as described in (A) above.**

NOTE:

* A law degree or graduate degree in labor or industrial relations may be substituted for two years of the specialized experience described in (A).

** College study may be substituted for up to four years of the general managerial, administrative, or professional experience with thirty semester credit hours equivalent to one year of experience. No substitution is permitted for the three years of specialized experience in (B).

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: 8/25/11
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