

DIRECTOR OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work involving the responsibility of directing the operations of the City's centralized Personnel, EEO, Labor Relations and Civil Service Agency functions. The Director of Personnel also acts as the Secretary to the Municipal Civil Service Commission which administers the New York State Civil Service Law and local Civil Service Rules and Regulations for the city government, Niagara Falls Board of Education, Niagara Falls Housing Authority, Niagara Falls Water Board and Library. The employee is responsible for supervising the recruitment and testing of applicants for municipal employment, processing personnel actions and papers of new and old employees, and maintaining all employees' personnel and Civil Service records. The Director is also responsible for supervision of the equal employment opportunities, workforce diversity and American with Disabilities programs and activities of the City. This position provides general guidance on labor issues and contract negotiations. General direction is received from the City Administrator and/or the Mayor. Supervision is exercised over the Human Resources staff. The Director of Personnel performs related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, assigns, and directs the work of a technical and clerical staff engaged in carrying out the personnel, EEO, labor relations and Civil Service activities of the City;
- Supervises the development of forms, records and procedures related to processing personnel, EEO and workforce diversity actions;
- Monitors and ensures City's compliance with federal, state and local anti-discrimination laws and the City's discrimination and harassment policy and complaint procedures;
- Acts as Secretary to the Municipal Civil Service Commission and is responsible for the preparation and maintenance of the official Commission minutes;
- Implements all Municipal Civil Service Commission actions, policies and rules and regulations;
- Coordinates training and development of training materials regarding employment opportunity policy, anti-harassment and non-discrimination in the workplace and diversity-related policies;
- Signs all Municipal and Agencies' employee payrolls as certification by the Municipal Civil Service Commission that all salaries and wages are being paid in accordance with Civil Service Law;
- Directs or conducts labor negotiations;
- Coordinates personnel, EEO and Civil Service activities such as recruiting, selection, testing, (Civil Service examinations), placing employees, investigations, etc.;
- Organizes and participates in meetings with recognized employee groups to discuss labor/management issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern personnel administration; thorough knowledge of federal, state and local EEO laws, policies and procedures; thorough knowledge of Civil Service Law and local Rules and Regulations for the classified Civil Service; good knowledge of investigation techniques and practices; good knowledge of the administration of public employee contracts; ability to develop EEO and/or Affirmative Action plans; ability to plan, assign and direct the work of others; ability to conduct grievance hearings in a calm and detached manner; ability to establish and maintain effective working relationships with other city officers, municipal employees and their representative and the public; physical condition commensurate with the demands of the position.