

ASSISTANT DIRECTOR OF LABOR MANAGEMENT SERVICES

04720

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting in the administration of public personnel and benefits administration programs in the City of Syracuse. An employee in this class exercises general supervision over subordinates engaged in carrying out personnel-related activities and employee benefits administration. The Director of Labor Management Services exercises general supervision over an employee in this class, and the Director delegates authority to the employee to act on behalf of and manage the agency in the absence of the Director. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists the Director of Labor Management Services in conducting the administration of a comprehensive personnel operation in conformance with local personnel policies and practices, merit system rules and regulations, and negotiated labor agreements.

Supervises staff who conduct labor relations activities such as contract negotiation, disciplinary actions, grievance matters, arbitration, wage and salary determination, changes to the employee benefits program and employee training.

Interprets or clarifies departmental policies relating to terms and conditions of employment.

Supervises and conducts administration of an employee benefits program which encompasses health and dental insurance, workers compensation, and New York State retirement benefits; provides information regarding employees benefit programs, employee orientation, and unemployment insurance administration.

Analyzes employee benefit programs, reviews procedures and recommends changes to employee health insurance programs and policies; oversees open enrollment process.

Supervises and conducts an employee recruitment and retention program.

Supervises staff who maintain liaisons with the local Civil Service Personnel Office (Onondaga County Department of Personnel) to enhance effective merit system administration in such areas as position classification, personnel transactions, and merit system compliance by performing such tasks as gathering job data to be analyzed by the Civil Service Personnel Office, canvassing eligible lists, overseeing personnel transactions, and advising municipal managers on merit systems rules and regulations.

Supervises and assists in the administration of Affirmative Action/Equal Employment Opportunity programs by assisting in data gathering and analysis and fulfilling reporting requirements.

Composes narrative material, makes oral presentations, and interviews to obtain or impart information.

FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of personnel administration and employee relations as practiced under applicable local, state, and federal laws.

Good knowledge of principles and practices of risk management and asset protection programs relating to health / dental benefits.

Good knowledge of recruitment, selection, and employment.

Good knowledge of principles and practices of supervision.

Communication skills.

Negotiation skills.

Ability to prepare written material.

Ability to interview to obtain or give information.

Ability to supervise in a manner conducive to full performance and high morale.

Ability to gather and analyze narrative and numerical data.

Ability to collect and analyze data for risk management purposes.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive class status in the title of Personnel Analyst II

Open-Competitive:

A) Graduation with a Baccalaureate Degree from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, and three (3) years of professional level work experience, or its part time equivalent, in Personnel or Civil Service Administration, Employer/Employee Relations, Employment and Training, or Job Development, Personnel Counseling or Placement, or a closely related field; or,

B) Seven (7) years of paraprofessional or professional level work experience, or its part-time equivalent, at least three (3) years of which have been in a professional level capacity in Personnel or Civil Service Administration, Employee/Employer Relations, Employment and Training or Job Development, Personnel Counseling or Placement, or a closely related field.

NOTE:

Successful completion of graduate semester hours in Personnel, Labor Relations, Public Administration, or a closely related field from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees may be substituted for work experience as follows: Thirty (30) graduate semester hours is equivalent to one (1) year of professional work experience; sixty (60) graduate semester hours is equivalent to two (2) years of professional work experience.

1/12 Revised

Review Date: