

## **COMMISSIONER OF PERSONNEL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work of a complex nature involving legal responsibility for the administration of the provisions of the Civil Service Law with respect to offices and employment in the classified service of the County and all civil divisions therein, including school districts. Pursuant to the Rockland County Charter and Administrative Code, the work also involves a responsibility for developing and administering a County personnel program and for serving the County Executive and the County Legislature as chief aide in labor relations and personnel matters. The Commissioner is generally responsible to the County Executive for matters concerning personnel administration. The administration of civil service laws and rules is subject to review by the State Department of Civil Service. The incumbent of the position is considered a Public Officer and is appointed for a six (6)-year term. Supervision is exercised over a number of professional, technical and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interprets and applies the Civil Service Law in the formulation of policies and procedures for day-to-day administration;

Administers the provisions of the Civil Service Law and County Civil Service Rules with respect to the offices and employments in the classified service including the County of Rockland and various towns, villages, school districts and public libraries;

Prescribes, amends and enforces suitable rules for carrying into effect the provisions of the Civil Service Law;

Makes investigation concerning all matters touching upon the enforcement and effect of the provisions of the Civil Service Law and Rules and concerning the action of any person with respect to the administration of the law and rules;

Establishes and administers a comprehensive classification plan for the classified service;

Establishes and administers a recruitment and testing program;

Establishes and maintains a roster of all officers and employees in the classified service in the County of Rockland and in the various appropriate civil divisions;

Reviews and certifies municipal payrolls;

Serves as chief aide to the County Executive on labor relations matters by preparing data and other materials for negotiations, and providing day-to-day interpretations and administration of the various labor agreements between the County and its employees;

Evaluates departmental organization and need for new positions as may be required;

Acts as a consultant in a wide variety of employer-employee problem areas;

Maintains close working relationships with all public agencies, management and union;

Represents the County on personnel matters to the public, officials and professional groups.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of administration, particularly as applied to personnel administration; thorough knowledge of the provisions of the New York State Civil Service Law as it applies to municipal positions; good knowledge of public administration as it concerns local government; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships; ability to manage and supervise professional, technical and clerical personnel in an office.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree and seven (7) years of professional administrative or personnel experience, at least two (2) years of which included or was supplemented by responsibility for varied personnel functions as a regular on-going aspect of the work.

**NOTE:** A Master's degree or equivalent graduate credit hours in Public Administration, Industrial or Labor Relations, Personnel Psychology or related may be substituted for two (2) years of the required general experience.