

DEPUTY COMMISSIONER OF PERSONNEL

DISTINGUISHING FEATURES OF THE CLASS: This is executive-level administrative and professional work involving responsibility for supporting the Commissioner of Personnel in the leadership, management and oversight of the County's Human Resources (HR), employee relations, compliance and civil service operations, including, but not limited to, employee rights and relations, Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), workplace investigations, training, organizational and workforce development, recruitment and retention initiatives, professional and leadership development, employee benefit and retirement administration, policy development, technology and related automation modernization and the administration of Federal, State, and local employment laws and regulations. In addition, the Deputy Commissioner supports and provides oversight over responsibilities relating to civil service administration, including classification and compensation, examinations, roster and payroll certification, position control, rule interpretation, municipal advisement, and merit system operations. The Deputy Commissioner acts for and in place of the Commissioner of Personnel, exercising delegated authority in the administration and operational oversight of both human resources, labor relations and civil service. The work is performed under the general direction of the Commissioner of Personnel. Supervision is exercised over a number of professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages and/or assists on behalf of the Commissioner of Personnel in the planning, development, implementation and evaluation of County-wide personnel policies, programs and initiatives, ensuring compliance with applicable law, rule, policy and best practices in human resources management;

Oversees compliance with Federal, State, and local laws and regulations including EEO, ADA, FMLA, diversity and inclusion obligations and harassment prevention;

Directs and supervises workplace investigations involving allegations of misconduct, discrimination, harassment, policy violations, or other employee relations matters;

Provides executive-level guidance to appointing authorities, department heads, managers and employees on employee rights, workplace behavior, conflict resolution, corrective action and compliance matters;

Directs the design and delivery of County-wide training programs including supervisory and managerial training, executive leadership development, diversity, equity and inclusion programming, mandated EEO and Workplace Violence Prevention training and related professional development opportunities

Oversees the administration of employee benefits programs, including health insurance and related health benefits, retirement-related personnel processes, disability matters, and leave administration, ensuring accurate application of policies, laws, and regulations;

Manages recruitment strategies, processes, and outreach to support Countywide talent acquisition, ensuring alignment with workforce needs and merit system requirements;

Assists the Commissioner in labor relations matters including preparing for collective bargaining, interpreting contractual provisions, supporting grievance administration and advising departments on disciplinary procedures;

Exercises delegated authority in overseeing classification and compensation, position audits, job specification development, roster and payroll certification, recruitment, exam development and administration, eligible list management and merit system compliance and provides technical guidance to appointing authorities, department heads, employees, members of the public, etc.;

Directs efficiency and technology modernization initiatives, digital workflow improvements, HRIS/MIS systems management and data-driven workforce reporting;

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Reviews documents and approves designated personnel actions and transactions on behalf of the Commissioner of Personnel, ensuring legal compliance, accuracy and adherence to County standards; Represents the Commissioner of Personnel at meetings and conferences, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of employee relations principles, practices and procedures, including workplace behavior, conflict resolution, performance management and employee rights; thorough knowledge of Federal, State and local laws and regulations related to equal employment opportunity, harassment prevention, ADA, FMLA, diversity, equity and inclusion and other human resources compliance responsibilities; thorough knowledge of investigative practices and techniques as they relate to workplace misconduct, discrimination, harassment or other alleged violations; thorough knowledge of training development principles, including supervisory training, diversity and inclusion programming, leadership development and organizational development strategies; thorough knowledge of labor relations principles and practices, including contract interpretation, grievance administration and disciplinary procedures; good knowledge of New York State Civil Service Law, including, but not limited to, merit system principles, classification, compensation, recruitment and examination administration; good knowledge of human resources technology systems, HRIS/MIS operations, digital workflow tools, workforce analytics and reporting; ability to interpret and apply complex laws, rules, regulations, policies and labor contracts; ability to supervise, direct and coordinate the work of professional, technical and clerical staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to exercise sound judgment, discretion and professionalism in handling sensitive personnel matters.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and eight (8) years of progressively responsible* professional experience in human resources management, personnel administration, employee relations, labor relations, Civil Service administration or a closely related field, at least four (4) years of which must have been in a managerial or supervisory capacity.

NOTE: A Master's degree in Public Administration, Human Resources Management, Labor Relations, Industrial Relations, Personnel Administration, or a comparable degree may be substituted for two (2) years of general experience.

* Progressively responsible experience is defined as demonstrating a clear progression in the level of responsibility, complexity of assignments, independent judgment, decision-making authority, accountability, or supervisory/administrative duties. Progression may occur within a single position or across multiple positions and should reflect increasing professional growth rather than merely additional years of experience.