

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for the strategic planning, development, implementation and management of the Town's human resources and personnel functions. The position provides leadership and direction in the administration of recruitment and talent acquisition, employee and labor relations, benefits administration, training and development, personnel policies and procedures, workers' compensation and compliance with applicable local, Federal and State employment laws and regulations. The Director serves as a key advisor to the Town Supervisor and collaborates with department heads and elected officials to ensure effective workforce planning and personnel administration throughout the organization. The position requires a considerable level of independent judgment and decision-making responsibility. The work is performed under the direction of the Town Supervisor or his/her designee. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and directs the strategic planning, development, implementation and management of the Town's human resources and personnel programs, including but not limited to recruitment and talent acquisition, employee and labor relations, benefits administration, training and development, payroll coordination and workforce planning;

Develops and administers personnel policies, procedures and programs to ensure compliance with applicable local, Federal and State laws, Civil Service laws, regulations and collective bargaining agreements;

Plans, develops and implements recruitment, talent acquisition, onboarding and employee retention initiatives to support organizational staffing needs;

Manages processes related to employee benefits and rights, including health insurance benefits, extended sick leave, Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) accommodations, New York State Unemployment Insurance, retirement, training and related programs;

Directs payroll-related personnel actions and ensures compliance with applicable laws, personnel policies, collective bargaining agreements and payroll procedures;

Creates, executes and oversees employee training and professional development programs and identifies organizational training needs;

Provides guidance and assistance to department heads, supervisors and employees regarding all human resources, personnel and labor relations matters;

Coordinates and oversees the Town's compliance with Civil Service Law and Rules and serves as liaison with the County Personnel Department regarding classification, examinations, appointments, position management and related personnel matters;

Conducts and/or oversees investigations of employee complaints, allegations of workplace discrimination, harassment, misconduct and other personnel-related matters;

Directs the administration of personnel, payroll and benefits records systems, ensuring the accuracy, integrity, confidentiality and security of employee information in accordance with applicable federal, state and local laws, regulations and policies;

Coordinates and oversees workers' compensation administration and serves as liaison with insurance carriers, attorneys, third-party administrators and medical providers;

Interprets collective bargaining agreements, personnel policies and employment laws and provides recommendations regarding their application;

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Provides assistance in support of labor negotiations by gathering and analyzing pertinent information, preparing reports, making recommendations regarding contract changes, developing contract language, attending negotiation sessions, identifying differences between former and new contracts and integrating contractual changes;

Conducts and/or oversees human resources, personnel and labor relations special projects;

Evaluates departmental organization, staffing requirements and workforce needs and recommends the creation, modification or abolition of positions and other organizational changes to improve operational effectiveness;

Prepares and administers the departmental budget by analyzing staffing needs and the fiscal impact of personnel actions and organizational changes;

Prepares a variety of reports, analyses, policies, procedures and correspondence related to personnel administration and labor relations;

Serves as a key advisor to the Town Supervisor regarding personnel administration, Human Resources, workforce planning, labor relations and organizational development matters;

Represents the Town in meetings with governmental agencies, employee organizations, consultants and other stakeholders regarding human resources and personnel matters;

Monitors developments in employment law, labor relations and human resources management and recommends or implements policy and procedural changes to ensure organizational effectiveness and compliance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of human resources and personnel administration; thorough knowledge of employee and labor relations principles and practices; thorough knowledge of applicable Federal and State employment laws, rules and regulations including the Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), New York State Human Rights Law and related employment laws and regulations; good knowledge of Civil Service Law, Rules and personnel procedures applicable to local government employment; thorough knowledge of employee benefits administration, retirement systems and workers' compensation programs; thorough knowledge of recruitment, talent acquisition, employee development and workforce planning principles; thorough knowledge of administrative principles and practices including budgeting, organizational management and supervision; good knowledge of collective bargaining principles, practices and contract administration; good knowledge of payroll and compensation administration principles and practices; ability to conduct investigations and analyze complex personnel issues; ability to develop and administer personnel policies and programs; ability to analyze organizational structures, staffing needs and operational issues and make sound recommendations; ability to prepare comprehensive reports and recommendations; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with elected officials, department heads, employees, employee organizations, governmental agencies and the public; ability to exercise sound judgment and maintain confidentiality; ability to supervise subordinate staff.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and six (6) years of progressively responsible* paid management or executive level work experience in human resources, personnel administration and/or labor relations, three (3) years of which must have been in a supervisory capacity.

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*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.