

DIRECTOR, OFFICE OF EMPLOYEE RIGHTS AND RELATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work of a highly confidential and complex nature involving a responsibility for developing and implementing policies, procedures and training programs related to employee rights, relations, EEO and ADA to ensure compliance with Federal, New York State and local laws and regulations that govern employment practices for all County employees. The work also involves the overall responsibility for creating, coordinating, organizing and implementing training and other executive leadership programs for Rockland County, as they pertain to diversity, inclusion and equity, career and leadership development and management. The work is performed under the general supervision of the Commissioner of Personnel and in accordance with established guidelines and regulations, but with latitude for independent action, policy influence and decision-making. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Executive lead to develop and implement policies, procedures and programs related to employee rights and relations (e.g., EEO, ADA) to ensure compliance and adherence to current federal, State and Local laws;

Supervises staff whose primary responsibilities include the compliance of federal, State and local laws, policies and regulations as it pertains to EEO, Diversity, Equity and Inclusion, FMLA, training, ADA, retirement and other human resources functions;

Oversees the administration of employee relations programs and initiatives within the County to ensure compliance with federal, state and local employment laws and regulations, including but not limited to equal employment opportunity and employee rights;

Provides guidance and support to executive staff, managers, employees, and HR professionals on matters related to employee rights, workplace behavior and performance and conflict resolution;

Supervises workplace investigations in response to allegations of misconduct or policy violations and resolves employee complaints and conflicts;

Collaborates with legal counsel, as necessary, to address complex employee relations issues and ensures compliance with employment laws;

Develops strategies and delivers training programs for executive staff, supervisors and employees to support workplace development and behaviors, performance management, diversity and inclusion, mandated state EEO and Workplace Violence Prevention, professional or career development, and other relevant employee relations topics;

Develops and maintains effective working relationships with County departments, executive staff, community organizations, local, state, and federal representatives in order to exchange information and provide guidance on current practices and policies;

Conducts employee engagement surveys, analyzes results and develops strategies to improve employee relations, create policy changes and process improvements;

Responsible for monitoring and understanding new or updated legislation and policy amendments regarding employment laws, regulations, emerging trends and best practices in employee rights and relations to ensure compliance and recommends policy updates as necessary;

Prepares and reviews comprehensive reports for the Commissioner of Personnel, County Executive and regulatory agencies, as required by Federal, State and local laws, policies and regulations;

Prepares and maintains accurate records and reports related to employee relations activities.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of administration, particularly as applied to employee rights and relations; thorough knowledge of the principles and practices of sexual harassment prevention, diversity training, affirmative action, ADA and equal employment opportunity; thorough knowledge of federal and State regulations in areas such as work-related discrimination, sexual harassment, equal employment opportunity and other human resources functions; thorough knowledge of Rockland County government operations and structure*, including personnel-related policies and procedures; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to develop and coordinate training programs; ability to establish and maintain effective relationships; ability to manage and supervise professional, technical and clerical staff.

MINIMUM QUALIFICATIONS: A Bachelor's degree and six (6) years of professional personnel/human resources experience, at least five (5) years of which included responsibility for employee relations (e.g., employee rights and relations training programs, EEO, workplace investigations and reporting, ADA, etc.) as the major function** of the work, of which three (3) years included supervising or managing staff engaged in these employee relations functions.

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required experience, may be substituted for the college degree on a year-for-year basis.

*To be demonstrated during the probationary period.

**Major function of the work is defined as 50% or more of the day-to-day work experience.