



ST. LAWRENCE COUNTY IS RECRUITING A NEW DIRECTOR OF HUMAN RESOURCES

St. Lawrence County is recruiting the next Director of Human Resources to serve County Government. This Position is a valued member of Senior Staff who provides oversight and support to all departments within the County on staffing recommendations, department personnel management, professional development, training, and benefit administration. This department head acts as the Affirmative Action/Equal Employment Opportunity Officer and their work is performed under the direction of the County Administrator according to policies and practices adopted by the Board of Legislators. This Position also acts as the Diversity, Equity, and Inclusion Officer.


Supervision is exercised over the work of all department employees.

The incumbent does related work, as required.

COMPENSATION PACKAGE: \$105,719 - \$131,324 with medical, dental, and vision insurance options as well as generous accruals. Options to enroll in New York State Retirement, Deferred Compensation, and Roth contributions are also available. A detailed job description for Director of Human Resources is available online at [St. Lawrence County Civil Service \(mycivilservice.com\)](http://St.LawrenceCountyCivilService.mycivilservice.com) or by contacting the Board of Legislators' Office at (315) 379-2276.

If you are interested in a new role working with all departments in County Government, please submit your detailed letter of interest and credentials via resume to Ruth A. Doyle, St. Lawrence County Administrator, 48 Court Street, Canton, New York 13617. Application Deadline: Close of business, **Friday, May 3, 2024**. AA/EEO.

JURISDICTIONAL CLASS: E
GRADE: MVII

APPROVED: JD 
DATE: 01/06/2024

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is a Public Officer and a member of senior staff that is responsible for planning, coordinating and directing programs in the following HR functions: benefit administration, recruitment, employee discipline, employee and labor relations, union contract negotiations, employee investigations (harassment, discipline, etc.), on-boarding, off-boarding, diversity, affirmative action and equal employment opportunity. The incumbent is also responsible for budgeting at the HR department level and provides support to the County Administrator for budgeting at the overall County level. The Human Resources (HR) Director will provide general administrative direction on the HR related functions assigned to the Personnel Officer including: staff development, HR Information Systems, payroll coordination, and compensation management. The incumbent serves as the Chief Labor Negotiator as well as Affirmative Action/Equal Employment Opportunity Officer. The work is performed under the direction of the County Administrator and County Board of Legislators with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Administrative supervision for Human Resources related functions is exercised over all department staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as the Affirmative Action/Equal Employment Opportunity Officer;

Administers the County's Affirmative Action Plan and is responsible for EEOC reporting;

Ensures Equal Employment Opportunities;

Acts as the Diversity, Equity, and Inclusion Officer;

May act as Chief Spokesperson for the County in SLC Union negotiations and matters related to Collective Bargaining;

Negotiates collective bargaining agreements in accordance with executive level direction and endorsement;

Directs labor relations and coordinates labor-management activities and meetings;

Administers and coordinates the employee benefits and protection programs such as Health Insurance, Dental Insurance, Vision Insurance, Pension Plan, Deferred Compensation, Life Insurance, COBRA, flexible benefits, etc.;

Evaluates insurance needs and negotiates appropriate coverage with carrier(s);

Conducts workplace investigations related to disciplines, harassment claims, workplace violence when needed, etc.;

Conducts training and coordinates staff development activities related to Human Resources and Leadership topics.

Coordinates mandatory annual education and training;

Acts as a consultant for a wide variety of employee-employer problems;

Manages department budget activities and at discretion of County Administrator may be on County budget team;

Manages the on-boarding of employees including the coordination of orientation, background screening, medical screening, exit interviews;

Coordinates orientation program and ensures that orientation is given for new staff, describing benefits, policies, compensation, safety programs, etc.;

Manages the off-boarding of employees including the coordination of exit interviews;

Develops, recommends and directs human resource policies for the County;

Meets with department heads to explain and ensure proper employment procedures and changes are followed;

Serves, as requested, on applicable County committees including Health and Safety, Labor-Management, Operations, Services and Finance, Budget, EAP, Healthcare, etc.

Organizes and administers job evaluations for HR department employees for HR functions with input from CS Personnel officer with regard to Civil Service functions.

Educates Department Heads on their role, their rights, and keeps abreast of all changes, etc.;

Manages and coordinates organization wide performance evaluation program;

Prepares board resolutions and other materials and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and techniques of Human Resources administration;
Thorough knowledge of public administration as it applies to the public sector;
Thorough knowledge of labor laws, developments in the field of labor relations, and cost of living indexes and local labor conditions;
Thorough knowledge of federal and state mandates and laws relating to equal employment opportunity and affirmative action dealing with employment;
Good knowledge of labor contract negotiations;
Ability to interpret and administer labor agreements;
Ability to understand and interpret complex written material;
Ability to communicate effectively, both orally and in writing;
Ability to plan, manage, and supervise a comprehensive personnel program;
Ability to establish and maintain effective working relationships with employees, and union representatives.

SUGGESTED MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and five (5) years of experience in human resource administration in a union environment two (2) years of which must have been in a supervisory or administrative capacity, **OR**
- B) Graduation from a regionally accredited or New York State registered university with an Associates degree in Business Administration, Human Resources or related field and seven (7) years of experience in human resource administration in a union environment two (2) years of which must have been in a supervisory or administrative capacity **OR**
- C) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above

Note: Possession of a Master's degree in public administration, business administration, personnel administration or related field may be substituted for one year of the required experience.