

## **PERSONNEL OFFICER**

**JOB CODE:** 1110  
**DEPARTMENT:** Tioga County Department of Personnel & Civil Service  
**CLASSIFICATION:** Non-Competitive  
**SALARY GRADE:** Non-Union  
**ADOPTED:** 9/4/84; Revised 10/01, 5/06 (Reso 133-06), 2/12, 3/2020

**\*PUBLIC OFFICER, 6 year term**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a public officer position charged by law to administer the provisions of the Civil Service Law and Rules for the County and for all civil divisions including towns, villages, school districts and special districts. Duties also include responsibility for planning, implementing and evaluating all County personnel policies and functions. The personnel program is administered according to general policies set by the Tioga County Legislature as well as various State & Federal Laws and Regulations. General supervision is received from the County Legislative Chair. Direct supervision is exercised over all Personnel Department staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Establishes and administers County personnel policies including hiring and disciplinary proceedings;
- Handles labor relations matters and actively participates in contract negotiations;
- Interprets and applies the Civil Service Law in the formation of policies and procedures;
- Establishes and oversees a comprehensive classification plan, including classification of positions and preparation of job specifications;
- Oversees administration of the self-insured Workers' Compensation Programs;
- Establishes and administers a recruitment and testing program;
- Oversees maintenance of personnel and position control records for classified positions;
- Oversees the administration of fringe benefits to County employees;
- Ensures that payrolls for classified positions in municipalities under the jurisdiction of the Personnel Officer are certified;
- Enforces the terms and salary schedules of all collective bargaining agreements as well as maintain a Non-Union salary plan;
- Reviews all personnel requests submitted during budget preparation and makes recommendations to the Legislature;
- Represents the County on personnel matters to the public, government officials and professional groups;
- Updates personnel related policies as needed;
- Maintains close working relationships with municipal agencies in the County;
- Prepares annual departmental budget and assists Budget Officer in preparing annual Schedule 5 for the County Budget;
- Serves as back-up to the Safety Officer for after-hours post-accident CDL drug & alcohol testing;
- Serves as ADA Coordinator for employment practices.

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

Thorough knowledge of the principles, practices and techniques of personnel administration; good knowledge of public administration as it applies to local government; good knowledge of the State Civil Service Law and local Rules and Regulations; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both orally and in writing; ability to establish and maintain an effective working

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relationship with employees at various levels of government and with the public; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and **either**:

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Industrial and Labor Relations, Human Resource Management, Business Administration, Public Administration or related field and seven years of full-time work experience or its part-time equivalent in either public or private sector human resource administration, two years of which must have been in supervisory capacity; **OR**
- b. Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in the majors described in (a) above and nine years of full-time work experience or its part-time equivalent as described in (a) above, two of which must have been in a supervisory capacity; **OR**
- c. Eleven years of full-time experience or its part-time equivalent as described in (a) above, two of which must have been in a supervisory capacity; **OR**
- d. 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, business or personnel administration or related field may be substituted for one year of the required experience.