

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 06/08/98
Revised: 09/07/22

DEPUTY DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is professional public personnel administration work with responsibility for many of the human resource activities of the City of Ithaca. The work is complex, integrating Civil Service Law, labor contracts and personnel policies in the decision-making process and applications of the same. Specific responsibilities include the administration of Civil Service Law and Rules for the City of Ithaca, Ithaca City School District and Ithaca Housing Authority under the guidance and direction of the Civil Service Commission. The incumbent is also responsible for performing generalist human resource activities as assigned. The incumbent serves as the Executive Secretary to the Civil Service Commission and performs civil service activities under the administrative direction of the Civil Service Commission in accordance with Civil Service Law and Rules and established policies and procedures. Human resource activities are performed under the administrative supervision of the Director of Human Resources with considerable latitude allowed for the exercise of independent judgment in analyzing problems and rendering services. The Deputy Director acts for and in place of the Director of Human Resources in the Director's absence. Supervision may be exercised over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

As Executive Secretary to the Civil Service Commission, oversees the daily administration of Civil Service Law and Rules for the City of Ithaca, Ithaca City School District and Ithaca Housing Authority as authorized by the Civil Service Commission;

Interprets Civil Service Law and Rules for the City as they apply to human resources policies, procedures and actions;

Acts a consultant on human resource policies, Civil Service Law and Rules, and labor contracts to department heads, supervisors and employees;

Writes and revises job descriptions of classified and unclassified positions;

Reviews job classification questionnaires, conducts position audits, reviews New Position Duties Statements and makes classification recommendations to the Civil Service Commission, Common Council, the Board of Education and the Ithaca Housing Authority Board of Commissioners;

Manages and administers the civil service examination process for all positions under the jurisdiction of the Civil Service Commission;

Consults with managers on all hiring processes to ensure compliance with Civil Service Law and Rules;

Participates in the recruitment of job candidates by preparing advertisements and announcements, contacting recruitment sources and networks, reviewing candidate qualifications and referring candidates to appointment officers;

Reviews appointments, promotions, removals, transfers and other personnel actions for conformity and compliance with policy and legal requirements;

Certifies agency payrolls for the City of Ithaca, Ithaca Housing Authority and Ithaca City School District;

Recommends changes to the local Rules to the Civil Service Commission and coordinates the rules amendment process;

Maintains a close working relationship with all department heads and appointing officers;

Provides support and information to City employees;

Typical Work Activities - continued:

Participates in the development and implementation of employee recognition programs and activities;
Participates in the development and implementation of workforce diversification programs;
Coordinates training programs for City staff;
Serves as an ex-officio member of search committees as assigned;
Supervises office records and oversees the automation of the same;
Serves as the Director of Human Resources in the absence of the Director.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of Civil Service Law and local Rules; good knowledge of the principles and practices of human resource administration; good knowledge of the principles and practices of labor relations and local labor agreements; problem-solving skills; ability to prepare complex written reports; ability to understand and interpret complex written information; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships; ability to successfully work with and serve a diverse local community; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's degree in Public Administration, Industrial or Labor Relations, Human Resource Management or a closely related field with similar course curriculum and two (2) years of full-time paid professional human resources experience, or its part-time paid equivalent. Such experience must have included experience in job classification, job evaluation, salary administration, labor relations, or public sector human resources or civil service administration; or
- B. Possession of a Bachelor's Degree and four (4) years of full-time paid professional human resources experience, or its part-time paid equivalent. Such experience must have included experience in job classification, job evaluation, salary administration, labor relations, or public sector human resources or civil service administration; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.