

Jurisdiction: City of Ithaca
Jurisdictional Class: Non-Competitive
Adopted: 05/19/97
Revised: 07/28/97, 02/25/98, 06/12/03, 09/07/22
Title changed from "Director of Personnel": 2/25/98

DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is a highly confidential Public Officer position responsible for developing, implementing, managing and objectively administering public personnel administration programs and policies for the City of Ithaca. The Director provides managerial support on all labor and employee issues to the Mayor, members of Common Council and all City department heads and managerial staff. The incumbent acts as the primary management representative and advisor in a wide variety of personnel functions, including most areas of labor relations such as collective bargaining, grievance arbitration and similar proceedings. The Director (also) has primary responsibility for ensuring the success of the City's workforce diversification program, including the coordination of outreach recruitment programs. The Director has primary responsibility for ensuring the creation of and presentation of up-to-date orientation and training materials and programs on all topics required for and by the City's workforce. The Director is responsible for enabling organizational development and effective employee communications. The Director also oversees city-wide health and safety initiatives to improve the well being of the City workforce. The incumbent oversees the administration of all employee benefit programs, and serves as the custodian of all employee personnel and medical records. The Director also has administrative direction over departmental staff designated by the Ithaca Civil Service Commission to administer the provisions of New York State Civil Service Law and the City of Ithaca Civil Service Rules on their behalf. The work is performed under the administrative direction of the Mayor with substantial latitude given for the exercise of independent judgment and discretion. The work is performed in close coordination with other City department heads and managerial staff. Supervision is exercised over the work of departmental staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides direction and directives to the Human Resources staff in the performance of their duties, establishing work priorities, and achieving department and city wide goals;

Serves as lead labor contract negotiator, administers, interprets and assures compliance with labor contracts;

Participates in the development, preparation and analysis of labor contract proposals as part of the City negotiating team, and serves as chief spokesperson for the City negotiating team;

Counsels and advises supervisors on labor relations issues and activities;

Meets with union representatives to discuss and resolve labor issues and grievances;

When assigned, acts as the City's advocate in labor arbitration cases, disciplinary cases, PERB hearings, unemployment hearings and other quasi-judicial proceedings relating to employer-employee issues;

Acts as a consultant for all City departments, the Mayor and Common Council for a wide variety of employee relations issues and activities;

Oversees and implements all City workforce diversification and Equal Opportunity Employment programs;

Develops and implements programs, procedures and practices to attract, retain and support a diverse workforce;

Establishes and maintains open lines of communication with minority groups in the community for recruitment purposes;

Consults with managers on all hiring processes for compliance with affirmative action policies, procedures and goals;

Typical Work Activities - continued:

Develops staffing strategies and implementation plans and programs to identify talent within and outside the City organization

Coordinates the delivery of a staff development program designed to prevent bias;

Serves as the City's Affirmative Action Officer;

Serves as liaison to the City's Affirmative Action Advisory Committee;

Disseminates information to staff regarding sexism, racism, homophobia and class oppression;

Ensures that adequate, up-to-date training and orientation materials and programs are provided to all city employees;

Develops and administers employee compensation plans, including conducting studies on employee salaries and benefits;

Administers and coordinates employee benefit programs, such as retirement, health and dental insurance, day care assistance, workers compensation, and unemployment insurance;

Provides support and information to City employees;

Maintains close working relationships with all personnel-related public agencies;

Serves as an ex-officio member of any Search Committee as assigned;

Represents the City on personnel matters to the public, officials and professional groups;

Directs the work of the Human Resources Department;

Prepares the annual budget request and administers the departmental budget;

Provides computerized employee information to assist in the formulation of City policies and programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of personnel administration, including public sector labor relations; thorough knowledge of the principles, practices, techniques and trends of collective bargaining; thorough knowledge of the principles, practices and techniques of presenting labor arbitration cases, disciplinary cases, employment-related appeals, and other quasi-judicial employer-employee proceedings; thorough knowledge of federal, state, county and local equal employment opportunity and anti-discrimination laws, regulations, case law and policies, including the ability to interpret and implement the same; thorough knowledge of federal, state, county and local labor and employment laws; thorough knowledge of public administration as it pertains to local government; working knowledge of the theory and administration of a civil service system; skill in developing, implementing and conducting outreach and targeted recruitment programs; skill in analyzing job descriptions, job requirements, supervisory practices, disciplinary practices, union contracts and employer policies from an anti-discrimination perspective; skill in presenting labor arbitration cases, disciplinary cases, employment-related appeals and other quasi-judicial proceedings; strong analytical skills; strong creative problem-solving skills; ability to analyze and assess training needs and to prepare and deliver effective training programs to address said needs; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to establish and maintain good working relationships with people of various cultures, races and socioeconomic levels; ability to manage and supervise an office and prepare budgetary materials; ability to use computerized office management tools, including data base, word processing and spreadsheet software; ability to successfully work with and serve a diverse local community; initiative; good judgment; confidentiality; 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 three (3) years of full-time paid administrative experience, or its part-time and/or volunteer equivalent, in a human resource field. Such experience shall have included experience in affirmative action or workforce diversification, including practical experience conducting outreach or targeted recruitment programs, job analysis from an anti-discrimination perspective, and/or the analysis of managerial practices from an anti-discrimination perspective; or
- B. Possession of a Bachelor's degree and five (5) years of full-time paid administrative experience, or its part-time and/or volunteer equivalent, in a human resource field. Such experience shall have included experience in affirmative action or workforce diversification, including practical experience conducting outreach or targeted recruitment programs, job analysis from an anti-discrimination perspective, and/or the analysis of managerial practices from an anti-discrimination perspective; or
- C. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

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.

SPECIAL REQUIREMENTS:

- A. Pursuant to Chapter 90, Article X of the City of Ithaca Administrative Code, the incumbent of this position is a city officer who must become a City resident within one year of permanent appointment and who must remain a City resident for the duration of employment.