

DEPARTMENT: TOWN OF WHEATFIELD  
CLASSIFICATION: COMPETITIVE  
APPROVED: SEPTEMBER 10, 2015

**DIRECTOR OF PERSONNEL**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly responsible position that involves administrative and personnel functions in the town. The incumbent plans, directs and supervises labor relations and personnel functions of the town. The incumbent ensures that all town personnel and labor relations policies and procedures are followed in accordance with local, state, and federal requirements. The work is performed under the direction of the Town Supervisor, Board, and Attorney with wide leeway allowed for the exercise of independent judgment in implementing the general personnel policies and objectives of the town. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and directs the personnel activities of all town departments to ensure conformity of operations;
2. Administers provisions of employment contracts and salary schedules and when necessary, administers negotiated grievance procedures;
3. Supervises, coordinates, and participates in the recruitment and selection of personnel;
4. Provides new employees with orientation packages and assists in the completion of all necessary paperwork;
5. Organizes and participates in meetings with recognized employee groups to discuss labor and management issues;
6. Ensures that the personnel administration of the town is run in a proper, efficient, and legal manner;
7. Assists in legal research when necessary and at the discretion of the Town Attorney;
8. Assists in preparing legal documents, correspondence, and memorandums of law under the supervision and guidance of the Town Attorney;
9. Engages in fact investigations and assists the Town Attorney in administrative and employment related matters;
10. Prepares advisory memorandum on potential liability issues;
11. Ensures that the town's decision-making process for the selection and assignment of employees is carefully observed. This includes the hiring process, reference checks, etc. and makes sure that the final recommendations are forwarded to the Supervisor and Town Board members;
12. Develops and implements personnel policy in accordance with local, state or federal guidelines to ensure compliance;
13. Serves as liaison between insurance companies and the employee if any concerns over claims arise;
14. Oversees daily operations inside town hall and handles constituent concerns;
15. As a member of the town's negotiating team, participates in labor negotiations with recognized employee groups at the direction of the Supervisor and Town Board members.

**CONTINUED**

## DIRECTOR OF PERSONNEL CONTINUED

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Thorough knowledge of current personnel and labor relations principles and practices; working knowledge of town government organization; working knowledge of the State Civil Service Law and local rules and regulations; skill in conducting and outlining legal research to address administrative and legal issues; ability to understand and interpret complex written material; ability to express oneself clearly and precisely both orally and in writing; ability to delegate and direct the activities of several employees; ability to establish and maintain an effective working relationship with employees at various levels of government and with the public; professional and personal integrity; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in public administration, business administration or a legal related field **and** two (2) years of full-time paid legal experience or in personnel administration; **OR**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public administration, business administration or a legal related field **and** four (4) years of full-time paid legal experience or in personnel administration; **OR**

Graduation from high school or possession of an equivalency diploma **and** six (6) years of full-time paid legal experience or in personnel administration.