

Saratoga County *New York*



SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES
Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
(518) 885-2225

Thank you for your interest in employment with one of the fastest growing, most unique, and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.
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CAREER OPPORTUNITY **DEPUTY DIRECTOR OF HUMAN RESOURCES** **SARATOGA COUNTY**

SALARY: \$85,113-\$110,483 * Plus Excellent Benefit, Retirement Package & Compensation Plan*****

Distinguishing Features of this opportunity are...

The Deputy Director acts for and in place of the Saratoga County Director of Human Resources relative to the administration of all personnel related matters and functions for the County; including labor relations, Civil Service and benefits administration, and union contract negotiations, as well as assuming major responsibilities for work force analysis, EEO and ADA compliance issues. Work is carried out in accordance with, and pursuant to, the requirements of New York State Civil Service Law and Rules and Regulations. Work is performed under the general direction of the Director of Human Resources, with wide leeway allowed for the exercise of independent judgment in the carrying out of duties within established guidelines. In conjunction with the Director of Human Resources, direct supervision is exercised over the activities of all subordinate department staff. Performs related work as required.

Typical illustrative* work activities will include, but are not limited to...

- Under the direction of and while acting generally for and in place of the Director of Human Resources, performs workforce analysis in County departments and recommends necessary modifications in both size of staff and duties performed;
- Compiles and analyzes the County's responsibilities in the areas of EEO and ADA compliance and, in conjunction with the Human Resources Director, recommends initiatives or modifications to the County Legislature;
- Assists the Director of Human Resources in his/her duties as chief negotiator for the County regarding the negotiation and establishment of contract language with the applicable bargaining units;
- Interprets contract language in dealings with both department heads and employees;
- In conjunction with the Director of Human Resources, conducts employee investigations and appears on behalf of the County at labor relations, arbitration, and grievance proceedings;
- Oversees adherence with the provisions contained in employee contracts as the need arises;
- In conjunction with the Director of Human Resources, and as specifically directed, oversees the carrying out of the Department's responsibilities pursuant to Civil Service Law and Rules;



- Oversees the administration of staff recruitment and retention programs;
- In conjunction with the Director of Human Resources, administers and coordinates the provisions of health/dental and other benefit programs for all County employees.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments if they can be reasonably understood to be within the logical limits of the job.*

Required performance, knowledge, skills, and abilities are...

Thorough working knowledge of sound, modern public personnel administration principles and practices as applied in a local government setting; thorough knowledge of modern labor relation laws, principles, practices and procedures; good knowledge of New York State Civil Service Law, Rules and Regulations and the Public Employees' Fair Employment Act (Taylor Law); ability to understand and interpret complex written material; ability to establish and maintain effective working relationships in dealing with a wide variety of persons in government, legislative officials, labor and union representatives and vendor representatives; must exhibit and maintain a high degree of tact, courtesy, professionalism and confidentiality in all dealings within the County; ability to secure the trust and cooperation of others; ability to compile and perform highly detailed research tasks and analysis data for both oral and written presentation; good powers of observation; sound judgment, initiative, resourcefulness and diplomacy.

Minimum Qualifications for this position are...

- A)** Graduation from a regionally accredited or New York State College or University with a Master's Degree in Public or Business Administration, Labor Relations/Education, or closely related field and three (3) years of experience with public personnel administration to include 2 (two) years of supervisory responsibilities; **OR**
- B)** Graduation from a regionally accredited or New York State College or University with a Bachelor's Degree in Public or Business Administration, Labor Relations/Education, or closely related field and five (5) years of experience with public personnel administration to include 2 (two) years of supervisory responsibilities. *SHRM or IPMA HR professional certification preferred.*

Qualified candidates may submit their application, resume, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until: **July 15, 2022**

Applications are available in the Human Resources Office or on our website, www.saratogacountyny.gov. **Resume MAY NOT be substituted for Application.** No Fax Submissions

*****This position will be filled on a “provisional” basis, pending the results of a civil service exam to be scheduled at a later date.*****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.