DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Human Resources

Job Title: **DEPUTY DIRECTOR OF HUMAN RESOURCES (HELPs)**

Salary Range: $96,252 - $123,679* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 40 McMaster Street, Ballston Spa NY 12020 (On-site)

Classification: Non-Competitive **(Exam requirements temporarily waived)**

The Saratoga County Department of Human Resources seeks an experienced candidate for a full-time Deputy Director. The successful candidate should have a strong background in public personnel administration and labor relations experience, with strong leadership skills and staff supervision.

Job Description

An employee in this class acts generally for and on behalf of the Saratoga County Director of Human Resources and assists in directing the daily operation of major organizational and program components of the Saratoga County Department of Human Resources to achieve compliance with state and federal employment regulations, New York State Civil Service laws, Saratoga County Civil Service Rules, Saratoga County Policies and Procedures, and various Collective Bargaining Agreements. An incumbent also assists the Director in every area of Human Resources administration including employee benefits, Workers' Compensation, labor relations, employee relations, training, and legal compliance. An incumbent provides technical guidance to Department Heads and other managerial staff. The work is performed under general supervision of the Director of Human Resources with considerable leeway allowed for the exercise of independent judgement in implementing the general policies and objectives of the department. The incumbent may act for and in place of the Director of Human Resources as needed. 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.

Minimum Qualifications Either…

A) Possession of a Master's Degree and three (3) years of full-time, paid experience in public personnel administration, two (2) years of which must have included supervisory responsibilities; **OR**

B) Possession of a Bachelor's Degree and (5) years of full-time, paid experience in public personnel administration, two (2) years of which must have included supervisory responsibilities.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Assists the Director Human Resources by analyzing workforce needs and practices in County departments and recommends staffing and duty modifications as needed;
- Evaluates County compliance with EEO and ADA regulations, recommending any initiatives or modifications to the Director for consideration by the County Board of Supervisors;
- Conducts employment investigations on matters including sexual and other unlawful discriminatory harassment and workplace violence, making report of findings to the Director including suggestions for corrective action;
- Assists with the preparation of the Department's annual budget;
- Assists the Director with labor relations work including reviewing collective bargaining agreements and outstanding labor-management issues to develop and recommend proposals for negotiation, conducting surveys regarding matters pertinent to negotiations, attending labor-management meetings as directed, assisting with all phases of the grievance process as directed, and working on special labor relations projects as directed;
- Interprets contract language for department heads and employees and advises on the applicability of compliance with contract language;
- In conjunction with the Director, oversees the carrying out of the Department's responsibilities pursuant to Civil Service Law and Rules;

- In conjunction with the Director of Human Resources, administers and coordinates the provisions of employee benefit programs for all County employees;
- Coordinates the County's annual training program for required topics including sexual and other discriminatory harassment, Title VI and workplace violence;
- Provides direct supervision to departmental staff and work including, but not limited to, providing day-to-day direction and oversight of daily work activities;
- Assists with operational analysis including reviewing processes and procedures and making recommendations to the Director for improving efficiency in operations;
- Acts for and in place of the Director in their absence;
- Assists with recruitment initiatives;
- Performs related duties as necessary.

**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 are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, including NYS Retirement

To Apply (PREFERRED METHOD - via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through date posted or until the vacancy has been filled

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 *****

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 inquiries 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.