COMPETITIVE

ASSISTANT DIRECTOR OF HUMAN RESOURCES

DISTINGUISHING FEATURES OF THE CLASS: This is a confidential, administrative, and managerial position in the Rochester Housing Authority (RHA) involving administration of a broad range of human resource related activities. The Assistant Director, Human Resources (ADHR) may provide direct supervision over clerical and professional staff and act for and in the place of the Director of Human Resources (DHR). This employee works under the general direction of the DHR of the Rochester Housing Authority. Perform other duties as assigned by the Director of Human Resources.

TYPICAL WORK ACTIVITIES:

- Support the direction and coordination of all human resource related functions (i.e., employment/recruitment, benefits administration, processing of HR transactions, employee relations/communication, labor relations, Civil Service administration, and all State and Federal regulatory compliance).
- Collaborate with the DHR to develop and execute initiatives that drive employee satisfaction, engagement and retention.
- Collaborate in strategic planning initiatives to support workforce development and align with organizational goals.
- Partner with the DHR to investigate workplace concerns, including complaints, harassment allegations, and disciplinary issues and develop and recommend appropriate resolutions to the DHR.
- Support the DHR in developing, implementing, and continuously improving HR policies, procedures, and best practices to enhance organizational effectiveness and ensure compliance.
- Assess employee development needs and implement targeted training programs to support growth and performance.
- Provide internal consultative services to employees, supervisors and managers on human resources related matters.
- Serve as a coach and mentor to enhance manager and employee job performance.
- Assist employees on matters relating to human resources policy interpretation and/or changes.
- Support internal and external audits, prepare reports, and assist with regulatory filings to ensure compliance.
- Maintain accurate HR records and documentation in compliance with all applicable legal and regulatory requirements.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and practices of public human resources administration and human resources issues.
- Knowledge of human resource laws and statutes (i.e., Equal Employment Opportunity, Wage and Hour, Family Medical Leave Act, Fair Labor Standards Act, Paid Family Leave, Health Insurance Portability and Accountability Act, etc.).
- Knowledge of labor relations practices, principles, and procedures.
- Ability to apply regulations and guidelines consistently and fairly.
- Ability to maintain confidentiality.
- Ability to engender the trust and respect of others.
- Ability to establish and maintain effective working relationships.
- Ability to resolve or facilitate the resolution of conflicts, fostering compromise and cooperation among conflicting groups.
- Ability to establish and evaluate performance standards for employees.
- Ability to communicate effectively (i.e., written, verbal, listening, and presentation).
- Ability to compile, organize, and evaluate information and numerical data.
- Ability to organize and prioritize multiple projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- All entry level KSAs, PLUS
- Knowledge of Rochester Housing Authority's organizational structure.
- Knowledge of human resources policies and procedures.
- Knowledge of public human resources administration principles and practices.
- Knowledge of State and Federal employment rules and regulations.
- Knowledge of State and local Civil Service laws, regulations, and rules.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent PLUS either A, B, or C.

A. Master's degree in Business Administration, Public Administration, or Human Resource Management, AND three (3) years of experience involving the direction of managerial and professional functions and staff in various human resource disciplines. This experience must include a minimum of two of the following human resources functions (benefits administration, labor relations, staffing, recruitment, training and development, or civil service administration, etc.).

OR

B. Bachelor's degree in Business Administration, Public Administration, or Human Resource Management AND four (4) years' experience as described in A.
Management AND four (4) years experience as described in A.

OR

C. Any Bachelor's degree and five (5) years' experience as described in A.

CREATED: AUGUST 7, 2024
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