

EXECUTIVE PERSONNEL ADMINISTRATOR/RHA (classification papers)

DISTINGUISHING FEATURES OF THE CLASS:

This is a confidential managerial/administrative position responsible for directing all operations of the Rochester Housing Authority's Human Resources Department. The individual in this position directly advises, works with, and reports to, the Executive Director and RHA Board of Directors to develop and implement the goals, policies and objectives of the organization. This is a highly confidential position requiring the exercise of authority and discretion in implementing goals and objectives established by RHA's Board of Directors. Responsibilities include administration of New York State Civil Service Law under general authority of the Civil Service Commission for City of Rochester as well as the administration of personnel policies and procedures including compensation plans and employee training. This position is also responsible for representing RHA and its position, in conjunction with legal counsel, before various local, state and federal administrative agencies. Direct and general supervision is exercised over a staff of professional and clerical personnel. The employee works under general direction to the Executive Director and reports to both the RHA Board of Directors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and administers personnel policies for the Rochester Housing Authority consistent with policy goals and objectives set in consultation with RHA's Board of Directors;
Prepares and updates personnel rules for employees for approval by RHA's Board of Directors;
Administers RHA's personnel system in accordance with such personnel rules;
Acts as the Chief Negotiator in collective bargaining negotiations with the union representing RHA's employees, including the development of financial and non-financial proposals commensurate with RHA's goals and objectives;
Administers the collective bargaining agreement between RHA and the union representing its employees;
Prepares and maintains a compensation plan for all positions providing uniform pay for like services;
Maintains personnel records for all RHA employees;
Fosters and develops programs for the improvement of employee effectiveness, including programs for training and development, safety, health, and counseling;
Supervises all Civil Service, Labor Relations, and other Employee functions and reports to the Executive Director and RHA Board of Directors concerning same;
Interacts with other exempt position responsible for insuring compliance with equal opportunity and affirmative action consistent with federal and state law.

Minimum Qualifications:

- A. Master's degree in Business Administration, Public Administration, or Human Resource Management, AND five (5) years of experience involving the direction of managerial and professional functions and staff in various human resource disciplines. This experience must include the following personnel functions: benefits administration, labor relations, staffing, recruitment, and training and development.

OR

- B. Bachelor's degree in Business Administration, Public Administration, or Human Resource Management AND ten (10) years' experience as described in A.