

Deputy Commissioner of Human Resources- *Only present Town employees are eligible for the position*

To provide principal assistance to the Commissioner of Human Resources in the planning, organizing, directing, supervising, managing and evaluating the Town's Human Resources programs, functions and activities. Responsible for programs and activities associated with recruitment, classification, compensation and benefits, equal employment opportunity (EEO) and Americans With Disabilities Act (ADA) issues, discipline, grievances, appeals, personnel rules and related human resources programs and activities. To represent the Commissioner of Human Resources as appropriate.

Essential Functions:

- Assists the Commissioner of Human Resources in planning, directing, managing, supervising and evaluating all Human Resources programs, activities and staff.
- Acts as principal assistant to the Commissioner in the formulation, presentation and execution of the Department's budget, establishment of Departmental priorities and allocation of resources.
- Acts for the Commissioner as assigned.
- Plans, directs, manages, supervises and evaluates the Town's employee recruitment, compensation, EEO, discipline, grievances, appeals, personnel rules and other assigned human resources programs and activities.
- Investigates EEO and ADA complaints and other employee grievances; develops findings of fact and makes appropriate remedial recommendations to the Commissioner.
- Coordinates major Departmental administrative programs and/or activities as assigned.
- Represents the Commissioner, as assigned at various public forums, and elsewhere as required.
- Counsels with and advises Department Heads and other Town officials, supervisors, and employees on the interpretation and application of the Town's Personnel Rules and Regulations, the resolution of human resources problems and other human resources issues.
- Monitors the Town's Personnel Rules and Regulations and makes appropriate recommendations for changes.
- Plans, directs and conducts a wide variety of human resources management special studies and assignments for the Commissioner of Human Resources. Supervises the preparation of reports and recommendations; prepares implementation plans and supervises the implementation of major recommendations accepted; conducts training of employees where applicable.

Minimum Qualifications:

Bachelor Degree from an accredited college or university in Public Administration, Human Resources Management, Business, or a related academic field.

Send resume plus cover letter summarizing qualifications via e-mail to Commissioner of Human Resources Bob Weitzner at careers@northhempsteadny.gov