

DIRECTOR OF HUMAN RESOURCES (NEW YORK CITY FIRE PENSION FUND)

General Statement of Duties and Responsibilities

This is a management class of positions. All personnel perform related work.

Under direction of the Deputy Executive Director (New York City Fire Pension Fund), with wide latitude for the exercise of independent initiative and judgment, performs highly confidential and sensitive work involving varying degrees of difficulty and oversees the development, implementation, and application of relevant agency and Citywide personnel policies and procedures to ensure accomplishment of the agency's goals and objectives.

Examples of Typical Tasks

Initiates and oversees research studies and analyzes results for the formulation and revision of agency policy as it relates to the organizational structure of the agency.

Maintains relationships with executive personnel in other agencies, including DCAS, OLR, and the Office of the Mayor regarding civil service rules and regulations, and City policies and procedures.

Directs the development, implementation and administration of the agency's recruitment activities including employment policies and practices to ensure compliance with relevant City rules and regulations as well as agency procedures.

NEW YORK CITY FIRE DEPARTMENT PENSION FUND (257)

DIRECTOR OF HUMAN RESOURCES (NEW YORK CITY FIRE PENSION FUND)

(continued)

Examples of Typical Tasks (continued)

Ensures that staffing requirements are met on a timely basis through internal/external recruitment efforts.

Manages the administration of classification and compensation activities.

Works with the General Counsel to develop and administer the agency's labor relations program, and develops agency policy in the institution of disciplinary actions and acts as a hearing representative in informal EEO complaints/cases.

Ensures that classification reviews and determinations are consistent with agency needs, and City job specifications and classification determinations, as well as ensures compliance with City rules and regulations and appropriate collective bargaining agreements.

Oversees implementation and maintenance of the Performance Evaluation program. Ensures this program is developed and administered in accordance with City rules and regulations, and appropriate bargaining agreements.

Counsels managers, supervisors and employees when necessary, and facilitates effective training for development of evaluation skills for completion of requisite forms.

Develops and administers training programs to maintain career path training opportunities within the agency while targeting current operations and proposed development programs.

Coordinates agency training programs and acts as liaison with other agency's training contractors, training programs, and private contracted vendors when applicable.

NEW YORK CITY FIRE DEPARTMENT PENSION FUND (257)

DIRECTOR OF HUMAN RESOURCES (NEW YORK CITY FIRE PENSION FUND)

(continued)

Qualification Requirements

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college or university and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative, or supervisory experience, as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.