

## **MANAGER, HUMAN RESOURCES**

**(Syracuse Regional Airport Authority)**

### **DISTINGUISHING FEATURES OF THE CLASS**

This position manages a range of human resources (HR) management functions by supervising full performance level subordinate(s) in such program areas as recruitment, classification, compensation, employee benefits/services, labor/employee relations, development/training, equal employment opportunity/diversity, and Workers Compensation. This position operates with latitude for independent judgment under general supervision received from the Chief Financial Officer. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

- Establishes procedures and supervises the implementation of these procedures in recruitment, application, screening, and selection.
- Supervises all activities with respect to the creation and classification of jobs.
- Oversees administration of the fringe benefit programs for all SRAA personnel.
- Acts as primary liaison with the Onondaga County Civil Service Department, NYSLRS, OCEBA, and other employee benefit providers.
- Ensures that all personnel policies and practices are in compliance with relevant laws, rules, and regulations.
- Advises department heads and supervisors regarding employee relations practices.
- Conducts research, analyzes data and prepares recommendations on assigned projects.
- Recommends new or revised personnel policies for consideration.
- Represents the Authority in disciplinary and grievance matters.
- Performs other related duties as assigned.

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### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Thorough knowledge of the principles and practices of personnel administration and employee relations as practiced under applicable state and federal civil service and labor laws.
- Good knowledge of contractual agreements covering employees of the Authority.
- Good knowledge of laws, rules, policies, etc. governing the Authority's relationships with other public agencies.
- Ability to analyze information gathered for the purposes of developing recommendations and/or making decisions.
- Ability to prepare detailed and complex correspondence for the purposes of explaining and supporting the Authority's decisions and recommendations.
- Ability to supervise one or more full-performance level professional, paraprofessional, and/or clerical employees

### **MINIMUM QUALIFICATIONS**

- Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree in personnel administration, business administration, or a closely related field; and,
- Six (6) years of work experience, or its part time equivalent, in human resources, personnel or labor relations including at least two (2) years supervising one or more full-performance level HR position(s).

NOTE: Successful completion of graduate semester credit hours in Human Resources, Labor Relations, Public or Business Administration, Law, or a closely related field from a regionally accredited college or university may be substituted for specialized work experience (but not supervisory experience) as follows: Thirty (30) graduate semester hours is equivalent to one (1) year of specialized work experience; sixty (60) credit hours is equivalent to two (2) years of specialized work experience.