

PROGRAM ADMINISTRATOR (PAYROLL/PERSONNEL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level administrator and working within the framework of the County Human Resources and Finance Departments' rules and procedures an incumbent typically assists in the administration of, or has responsibility for, a department's automated personnel and payroll functions. This includes responsibility for departmental personnel and payroll services and the maintenance of all records related to these functions. Supervision is exercised over departmental payroll, clerical and other staff performing these responsibilities. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises a staff engaged in the technical, administrative and clerical functions involved in personnel and payroll functions;

Acts as departmental liaison to the County Attorney's office regarding personnel and disciplinary matters;

Coordinates departmental disciplinary actions and personnel issues with program directors;

Assists in employee relations, disputes, grievances, and labor matters;

Plans and directs the maintenance and implementation of all changes in existing personnel and payroll systems and records;

Responds to inquiries concerning personnel, payroll, civil service, affirmative action, worker's compensation, benefits, and related areas, from employees, supervisors, administrators, etc.;

Supervises all payroll functions including, but not limited to, time and attendance, distribution of employee paychecks, lump sum payments, processing of Worker's Compensation and retirement paperwork and the payroll and personnel changes mandated by the County and union contracts;

Represents the department in intra-departmental meetings regarding payroll and personnel functions of the Department, providing advice and assistance to staff in addressing various employment issues;

Interacts with personnel from County Departments, such as Law, Risk Management, Human Resources, etc., in carrying out responsibilities of the position;

Carries out special studies required by the County and the department regarding employees;

Assists with the development of departmental policies and procedures to ensure compliance with county policies relating to payroll, personnel, workers compensation, collective bargaining agreements, Affirmative Action, disciplinary actions, Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, etc.;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Serves as departmental liaison to the Risk Management Office regarding compliance with OSHA and PESH regulations;

Coordinates with the County Human Resource department to request modifications to job specifications, prepare and process position certification requests, review examination scopes, etc.;

Participates in the development of the annual personnel budget for the department;

Monitors vacancies, hires, terminations, promotions, transfers, overtime, etc. preparing various reports as needed;

Supervises the maintenance of confidential files and records;

Serves as departmental liaison and advisor on issues related to Employees Assistance Program;

May assist with the coordination, development and supervision of the implementation of a large centrally automated personnel/payroll system as required;

Administers pre-employment drug testing program;

Coordinates volunteer and temporary workforce for the Department;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles of modern public personnel administration, including recruitment, interviewing techniques and placement; good knowledge of the New York State Civil Service Law and Westchester County Civil Service Rules as they apply to personnel transactions and payroll; good knowledge of personnel records and systems in use in Westchester County, including practices and procedures; good knowledge of records administration within an automated data processing environment; ability to supervise subordinate employees; ability to deal with officers, employees and the public in all levels and categories; ability to implement and coordinate personnel practice and procedures; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; good judgment; tact; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) five years of professional human resources experience (i.e. payroll, recruitment, benefits, position classification, civil service examinations, job specification writing or closely related field), or (b) five years of managerial or administrative experience in budgeting, finance, personnel, public or business administration or closely related field.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Public Administration, Business Administration, Personnel Management, or related field may be substituted for one year of experience. Satisfactory completion of a one year Public Administration internship in New York State civil service administration may be substituted for the one years of experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

Areas of Expertise

Business Partnering • Employee Relations • Talent Management • Recruitment • Compensation

PROFESSIONAL EXPERIENCE

The County of Westchester, New York • July 2022 - Present

Program Administrator (Payroll/Personnel), Parks, Recreation & Conservation

- Affirmative Action/EEO Compliance Officer; prepares the yearly affirmative action plan; liaison between PRC and Human Rights Commission
- Provides guidance and support to supervisors and staff on personnel practices
- Counsel managers on disciplinary action and employee relations issues ensuring compliance of civil service rules and regulations, policies and procedures
- Liaison between PRC and CSEA union representatives, Employee Assistance Program (EAP), and Law Department
- Administers and implements the personnel and payroll system operations for the department
- Responsible for recruitment of all department personnel documentation involving hiring, promotions, demotions, transfers, laterals, leaves without pay, suspensions etc.
- Responsible for the CDL Random Drug & Alcohol Testing; liaison between PRC and Department of Human Resources and Partners in Safety for maintaining data base , scheduling and reports
- Administrator for Workers Compensation and liaison between PRC and self -insured insurance carrier Triad Group
- Supervision of staff in human resources and messenger services

The County of Westchester, New York • April 2021- June 2022

Human Resources Audit Clerk, Human Resources

- Responsible for auditing and processing all county transactions including hires, terminations, promotions, transfers and leaves which included entering employee information into the Human Resources Information System (AMS)
- Ensured compliance with civil service & administrative rules & procedures
- Liaised with departments to answer questions and provide guidance to ensure the provided information was accurate
- Responsible for auditing, rectifying and approving payroll for county departments which included checking the accuracy of hours, overtime & special pay
- Distribution and follow up on reports and updated records as needed

Deutsche Bank, New York •1998 -2004

Director, Global Human Resources

- Principal advisor on strategic issues for global technology division
- Established HR objectives in line with client's business strategy
- Worked with management to ensure a smooth integration with Bankers Trust merger; managed selection process, conducted integration workshops

- Partnered with managers to create organization structure
- Facilitated discussions among managers to develop a cohesive management team
- and employees to effectively resolve employee relations issues
- Developed and implemented a global promotion process and exit strategy
- Designed and delivered the Global Talent Management Program
- Counseled management on employment law and practices

Vice President Human Resources Advisor

- Provided advice and introduced HR solutions to regional technology
- Established working relationships with line managers and employees to effectively resolve employee relations issues
- Managed recruiting process; developed staffing plans, monitored and reported results
- Managed exit strategy for restructuring and terminations through corrective action
- Managed annual compensation process and advised management on compensation issues
- Implemented performance evaluation process; assisted managers with development plans
- Developed management training programs and worked one on one with managers to develop management skills

Instinet Corporation, New York • 1988 - 1998

Business Unit Human Resources Manager

- Developed HR policies and helped management with their application
- Worked with all levels of management to develop their communication skills
- Conducted employee retention interviews and focus groups and made recommendations to management
- Managed recruiting for all staff levels
- Created a rotational technical training program for entry level hires
- Managed performance review process, facilitated and coached communication between managers and employees; ensured proper documentation of performance
- Facilitated employee development; worked with employees on personal growth plans and managers on staff development plans
- Developed rewards and recognition program
- Managed reception staff and one supervisor

Senior Employee Relations Representative

- Responsible for recruiting professional, technical and administrative positions, including MBA- on campus recruiting and presentations
- Developed and implemented annual summer internships and college recruiting programs
- Managed employee relations issues including career counseling, grievances, disciplinary procedures, terminations and exit interviews
- Developed and conducted classes on interviewing skills
- Managed immigration and employment law issues
- Supervised reception staff

Human Resources Generalist

- Responsible for new employee orientation, employee relations and exempt and nonexempt recruiting
- Administered benefit programs; liaised with carriers and employees, coordinated and conducted open enrollment orientations and resolved claim issues
- HRIS administration including processing of all new employees, transfers and terminations
- Investigated vendors and schools for technical and managerial training, managed in-house training

Coopers & Lybrand, New York • 1988

Human Resources Assistant

EDUCATION

Fordham University
Bachelor of Arts, Summa Cum Laude, Economics, May 1992

VOLUNTEER WORK

PTA Co-President, Louis M. Klein Middle School
Fordham Prep Mother's Club, Bronx, NY
Religious Education Teacher, Resurrection Church, Rye NY