

March 3, 2025

Finance Committee: 2-24-2025

RESOLUTION NO. 95-2025

**ADOPTING LOCAL LAW C (NO.) FOR THE YEAR 2025, “A LOCAL LAW
ESTABLISHING THE POSITION OF ST. LAWRENCE COUNTY
DIRECTOR OF HUMAN RESOURCES”**

By Mr. Hull, Chair, Finance Committee

BE IT ENACTED, by the Legislature of the County of St. Lawrence as follows:

SECTION 1. LEGISLATIVE PURPOSE

It is the desire of the St. Lawrence County Legislature, in its continuing efforts to upgrade and evolve the administration of St. Lawrence County government, to create the position of human Resources Director, pursuant to County Law § 400 to provide consistent application of a myriad of human resources elements.

SECTION 2. DIRECTOR OF HUMAN RESOURCES

A. Department Head and Appointment. The Department of Human Resources shall be headed by and under the supervision of, the Director of Human Resources, who shall be appointed by the St. Lawrence County Legislature for a term of the board.

B. Term. The term of the Director of Human Resources shall be four years.

C. Powers and Duties. The powers and duties of the Director of Human Resources is as follows:

1) Appoint, supervise, discipline and remove all employees of the Department of Human Resources, in accordance with applicable job classifications assign and reassign powers and duties to such employees, have charge and control of all employees of said Department of Human Resources; all in accordance with sound management principles, New York Civil Service Law, policies and/or directives of the County Legislature, and other administrative policies and procedures.

2) Provide management-level oversight to all human resources and personnel functions of the County.

3) Provide advice and counsel to the County Legislature and County Administrator on staffing needs and associated costs for optimal County operations.

4) Support County department/office heads on recruitment strategy and execution, hiring, onboarding and performance management of department hires.

5) Support the County Legislature, County Administrator, and County department/office leadership on formulation of labor relations strategy, contract negotiations and contract administration for collective bargaining units.

- 6) Evaluate County employee and administrative policies and procedures for compliance with state and federal regulations and County directives, and recommend updates as needed.
- 7) Administer compensation management for County non-union personnel.
- 8) Ensure a strong workplace culture for County employees.
- 9) Administer and coordinate the employee benefits and protection programs such as Health Insurance, Dental Insurance, Vision Insurance, Pension Plan, Deferred Compensation, Life Insurance, COBRA, flexible benefits, etc.
- 10) Acts as the Affirmative Action/Equal Employment Opportunity Officer on behalf of County government.
- 11) Have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him/her by resolution of the County Legislature or applicable law.

D. Minimum Qualifications. The Director of Human Resources shall meet or exceed the following qualifications:

- 1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and five (5) years of experience in human resource administration in a union environment two (2) years of which must have been in a supervisory or administrative capacity, OR
- 2) Graduation from a regionally accredited or New York State registered university with an Associate's degree in Business Administration, Human Resources or related field and seven (7) years of experience in human resource administration in a union environment two (2) years of which must have been in a supervisory or administrative capacity OR
- 3) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above

SECTION 3. TRANSITION PROVISIONS

Nothing herein shall be construed to impair in any manner the lawful administration of the New York Civil Service Law in St. Lawrence County.

SECTION 4. REPEAL OF PRIOR ENACTMENTS

Any other prior enactments of the County Legislature, to the extent that they contradict the terms of this Local Law herein, are hereby repealed.

SECTION 5. SEPERABILITY

If any clause, sentence, paragraph, section or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 6. EFFECTIVE DATE

This Local Law shall take effect upon filing with the Secretary of State.

STATE OF NEW YORK

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COUNTY OF ST. LAWRENCE

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I, Rebekah Zuhlsdorf, Deputy Clerk of the St. Lawrence County Board of Legislators, **DO HEREBY CERTIFY** that I have compared this Resolution No. 95-2025 Entitled “Adopting Local Law C (No.) for The Year 2025, “A Local Law Establishing the Position of St. Lawrence County Director of Human Resources””, adopted March 3, 2025, with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

Rebekah Zuhlsdorf

Rebekah Zuhlsdorf, Deputy Clerk
St. Lawrence County Board of Legislators
March 4, 2025