

SENECA COUNTY, NY

Invites qualified candidates to apply for the position of:

PERSONNEL OFFICER

Salary Commensurate with Experience / DOQ

Current Salary: \$110,000-\$125,000

About Seneca County

Established in 1804, Seneca County is the proud heart of the Finger Lakes Region—celebrated for its natural beauty, rich history, and agricultural heritage. With the highest concentration of wineries in the region, the County offers abundant opportunities for outdoor exploration, tourism, and culinary discovery. It is also nationally recognized as the birthplace of the women’s rights movement.

Known as “the county between the lakes,” Seneca County stretches between the northern tips of Seneca Lake and Cayuga Lake. The county seats of Waterloo and Ovid are strategically located within an hour’s drive of Rochester, Syracuse, and Ithaca—offering residents and visitors alike the charm of small-town living with access to major metropolitan resources.

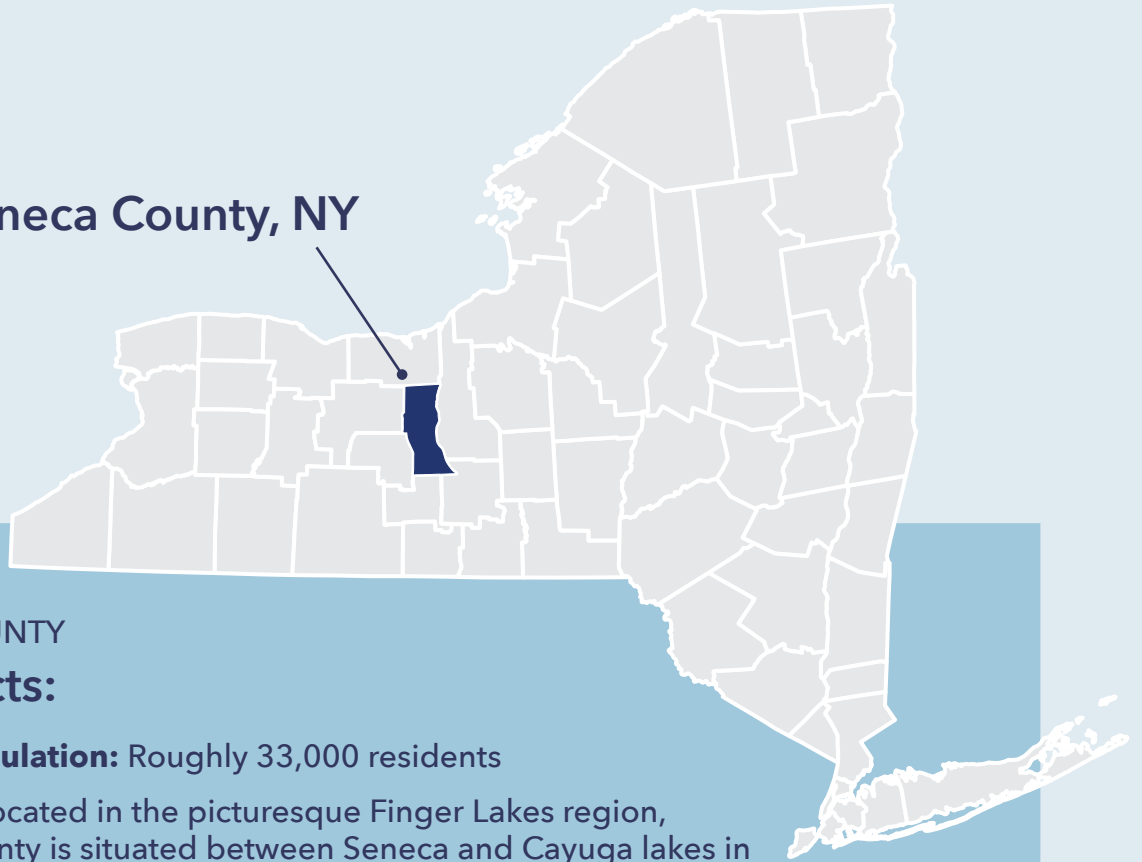
Tourism, manufacturing, and agriculture form the backbone of Seneca County’s economy. Agriculture continues to be a dominant land use, covering nearly 119,000 acres—or about 57% of the County’s total land area. The County is home to approximately 33,688 residents across 11 towns and spans roughly 390 square miles.

In recent years, the County has identified both housing development and job creation as key areas for growth—opportunities that are vital for attracting new residents, supporting workforce retention, and strengthening the local economy. The next Personnel Officer will play a central role in advancing these efforts.

Seneca County’s distinct blend of scenic beauty, entrepreneurial spirit, and cultural significance is reflected in its array of attractions, including the National Women’s Hall of Fame, del Lago Resort and Casino, Waterloo Premium Outlets, Muranda Cheese, and the annual It’s a Wonderful Life Festival. The region is also home to a growing selection of breweries, cideries, distilleries, and of course, world-class wineries.

Major employers include del Lago Resort & Casino, Bonadent Dental Laboratories, and ITT Goulds Pumps. With strong roots in both industry and innovation, Seneca County offers an exceptional quality of life and an exciting environment for visionary leadership.

Seneca County, NY



SENECA COUNTY

Quick facts:

- **County Population:** Roughly 33,000 residents
- **Location:** Located in the picturesque Finger Lakes region, Seneca County is situated between Seneca and Cayuga lakes in Central New York and is known as the Gateway to the Finger Lakes.
- **County Government Structure:** County Board of Supervisors and a County Manager
- **County Government:** Approximately 650 employees working with 27 distinct departments
- **Annual County Budget:** ~ \$122.5 million, including a nearly \$1.4 million annual budget within Human Resources.
- **Median Household Income:** ~\$66,000
- **Education:** Local school districts, private institutions, Northeast College of Health Sciences
- **Largest Employers/Industries:** del Lago Casino and Resort, ITT Goulds Pumps, Five Points Correctional Facility, Municipal Government, Healthcare, Education, Manufacturing
- **Notable Attractions:** National Women's Hall of Fame, Seneca Lake, Cayuga Lake, Montezuma National Wildlife Refuge, del Lago Casino and Resort, Elizabeth Cady Stanton House, Women's Rights National Historic Park, Sampson State Park, Finger Lakes National Forest, Cayuga Lake State Park, Terwilliger Museum

The Ideal Candidate

Seneca County is seeking a skilled and experienced Personnel Officer to lead the County's personnel functions with confidence, judgment, and a collaborative spirit. The successful candidate will bring a strong background in personnel administration and Civil Service Law, along with proven experience in areas such as classification, recruitment and testing, labor relations, payroll certification, and employee benefits. They will be equally comfortable digging into the details and thinking strategically, ensuring compliance with federal and state labor regulations—including ADA, FLSA, and FMLA—while promoting fairness, accountability, and efficiency across the system.

As the County's lead negotiator and labor relations representative, the Personnel Officer will handle collective bargaining, contract interpretation, and grievance resolution, while supporting department leaders in managing personnel issues. They will also help administer the County's compensation plan, advise on budget development, and provide counsel to the County Manager and Board of Supervisors on workforce policies that shape both present operations and long-term planning.

Beyond technical expertise, the County is looking for someone who can be a trusted advisor and approachable resource for leaders, staff, and community partners alike. Strong communication skills are essential—the ability to explain complex policies clearly and build effective relationships across departments, municipalities, and the public.

The right candidate will bring vision, sound judgment, and a genuine commitment to public service. They will encourage innovation, support professional development and training, and help foster a workplace culture grounded in respect, equity, and continuous improvement. This is a leadership role that requires both strategic insight and practical problem-solving—someone who can manage the demands of today while preparing Seneca County's workforce for future success.

Key Competencies and Characteristics

Deep Knowledge of Civil Service and Personnel Administration

The Personnel Officer should have a solid command of Civil Service Law, rules, and regulations, backed by direct experience with recruitment, testing, position classification, payroll certification, and employee benefits. This expertise is essential to keeping the County's personnel systems fair, transparent, and effective across departments and municipalities.

Labor Relations and Negotiation

Strong labor relations skills are critical. The Personnel Officer will represent the County in collective bargaining, interpret contracts, resolve grievances, and guide supervisors through complex labor issues—always working to maintain constructive, respectful relationships with employees, unions, and management.

Leadership and Policy Insight

As a key advisor to the County Manager, department heads, and the Board of Supervisors, the Personnel Officer will provide perspective on compensation, workforce planning, and personnel policies. The ability to balance immediate needs with long-term strategy will help the County stay both fiscally responsible and responsive to employees.

Communication and Collaboration

This role requires the ability to explain complicated policies and regulations in clear, straightforward terms. The Personnel Officer will need to foster cooperation among staff, elected officials, municipal agencies, and community partners, while maintaining discretion, diplomacy, and approachability.

Analytical Problem-Solving

The job demands sound judgment and the ability to tackle complex personnel challenges. The right candidate will weigh competing interests and develop practical, fair solutions that support both the County and its workforce.

Focus on Growth and Improvement

A commitment to professional development and innovation is key. The Personnel Officer will help design training and growth opportunities, encourage equity and accountability, and build a culture where employees feel supported and able to succeed.

Integrity and Professionalism

Above all, the Personnel Officer must bring unquestioned integrity and professionalism. Handling sensitive information with care, being transparent in decision-making, and modeling ethical leadership are essential to building trust across the organization and with the public.

Key Priorities

Seneca County is looking for a seasoned Personnel Officer to lead its personnel and labor relations programs with experience, vision, and integrity. This role is central to ensuring compliance with Civil Service Law, overseeing recruitment and benefits, managing labor negotiations, and advising County leadership on workforce policies and strategy. The Personnel Officer will help shape a fair and effective workplace that supports the County's mission, encourages collaboration, and promotes a culture of respect, accountability, and ongoing improvement.

Ensure Compliance and Fair Practices

Oversee recruitment, testing, job classification, payroll certification, and employee benefits with accuracy and transparency. Ensure that all personnel systems meet the requirements of Civil Service Law, County Civil Service Rules, and applicable state and federal regulations.

Lead Labor Relations and Negotiations

Represent the County in collective bargaining, interpret and enforce agreements, resolve grievances, and advise supervisors on labor issues. Build trust through clear communication and constructive relationships between employees, management, and unions.

Advise on Workforce Strategy

Serve as a key advisor to the Board of Supervisors, the County Manager, and department leaders on policies that affect staffing, compensation, and workforce planning. Provide input on the personnel services portion of the County budget and help shape long-term strategies to attract and retain talent.

Promote Employee Growth and Well-Being

Direct programs that support professional development, training, and succession planning. Oversee employee wellness and assistance efforts, helping to build a culture that values respect, equity, and accountability while supporting both organizational performance and employee well-being.

Build Partnerships Across the County

Strengthen collaboration with County departments, municipal agencies, and community stakeholders. Serve as the County's representative on personnel matters, ensuring clear, consistent, and cooperative communication.

Improve Efficiency and Accountability

Oversee payroll and personnel records with accuracy and care. Streamline processes where possible, introduce improvements that enhance service delivery, and ensure that accountability and operational excellence remain at the center of the County's personnel functions.

Opportunities and Challenges

The Personnel Officer role in Seneca County is both wide-ranging and impactful. It offers the chance to shape workforce policies, strengthen employee development, and foster a collaborative culture, while also navigating the complexities of labor relations, regulatory compliance, and a changing public sector workforce.

OPPORTUNITIES

Shape Workforce Policy and Culture

Play a direct role in shaping County personnel policies, compensation strategies, and labor relations practices, helping to build a fair, forward-looking workplace.

Support Employee Growth

Lead training and professional development efforts, invest in succession planning, and foster a culture of learning and continuous improvement.

Build Strong Partnerships

Serve as a connector across County leadership, departments, municipalities, and community stakeholders, strengthening collaboration throughout the region.

Improve Systems and Processes

Evaluate and modernize personnel systems, payroll, and benefits administration to streamline operations and improve the employee experience.

CHALLENGES

Navigating Labor Relations

Balance the interests of employees, management, and unions in negotiations and contract administration, while maintaining fairness and fiscal discipline.

Staying Ahead on Compliance

Ensure the County remains compliant with Civil Service Law, labor agreements, and state and federal regulations, adapting as requirements evolve.

Meeting Workforce Needs

Like many public sector organizations, the County faces challenges in attracting and retaining talent. The Personnel Officer will need to develop strategies to stay competitive in today's workforce environment.

Transitioning to Electronic Timekeeping

A likely priority will be leading the shift from manual to electronic timekeeping and attendance systems. This effort will require careful planning, training, and change management to ensure smooth adoption and accurate reporting.

Managing a Broad Scope

The role spans everything from payroll and benefits to labor negotiations, training, and employee support. Success will require balancing day-to-day demands with long-term strategic goals.





Job Description

Seneca County is seeking an experienced Personnel Officer to lead its personnel, labor relations, and employee development functions. This is a key leadership role with the opportunity to shape workforce policies, improve operational efficiency, and promote a positive and collaborative workplace culture. The Personnel Officer will act as a trusted advisor to County leadership, ensuring compliance with Civil Service Law, labor agreements, and state and federal employment regulations. The role also carries a strong focus on fairness, accountability, and continuous improvement across the County workforce.

Personnel Officer – Seneca County, New York

Salary: \$110,000-\$125,000

Benefits: Comprehensive benefits package

Location: Waterloo, N.Y.

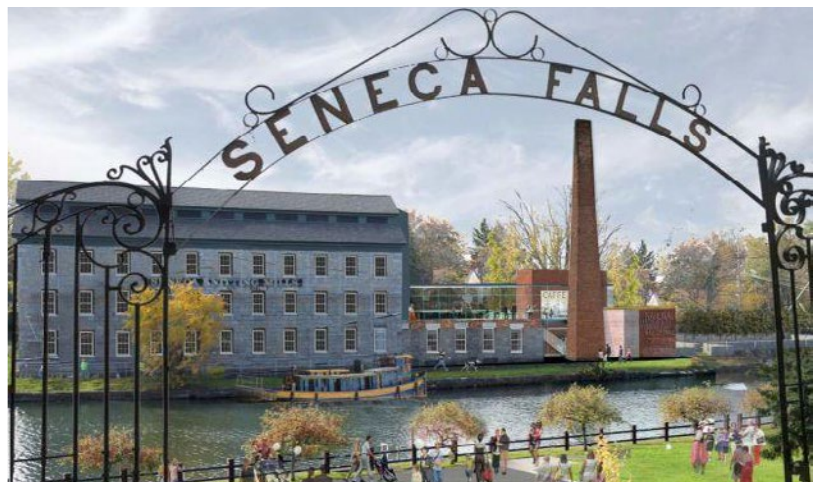
Reports To: County Manager / Board of Supervisors

Applications accepted until position is filled.

First Review of Resumes is expected take place the week of 10/20

Key Responsibilities

- Oversee recruitment, testing, classification, payroll certification, and employee benefits for County departments and municipalities.
- Represent the County in labor negotiations and collective bargaining; resolve grievances and advise department heads on labor and personnel issues.
- Administer the County compensation plan and provide guidance on staffing, workforce planning, and budget preparation.
- Lead training, professional development, and employee wellness initiatives, including the County's Employee Assistance Program.
- Ensure compliance with all applicable laws and regulations, including ADA, FLSA, FMLA, and Affirmative Action requirements.
- Build strong working relationships with County departments, municipal agencies, elected officials, and community partners.
- Advise the County Manager, Board of Supervisors, and department leaders on policies, procedures, and workforce strategies.



How to Apply

To express interest, please submit a cover letter, resume, and list of three (3) professional references via email. For clarity in document handling, please format your files as follows:

- FirstName LastName resume
- FirstName LastName cover letter
- FirstName LastName references

All application materials will be held in confidence and should be sent to Melissa Taylor, Deputy County Manager:

MTaylor@co.seneca.ny.us

Subject line: **Personnel Officer - Seneca County**

First Review of Resumes is expected take place the week of 10/20

Seneca County is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.