



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**PERSONNEL OFFICER**  
**Salary Range \$70,727 - \$77,670**  
**Based on Experience**

**RESIDENCY:** Seneca County's residency requirement of residency in Seneca County or a county contiguous to Seneca County for 30 days prior to application has been waived for this position. Candidates must be legal residents of New York State at time of application.

Due to the position's status as a Public Officer, incumbent will be required to reside in Seneca County during their tenure in the position.

### MINIMUM QUALIFICATIONS – REVISED 3/6/19:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in public or business administration, labor relations, political science or closely related field and **three (3) years of experience in civil service administration, personnel administration, employee relations or human resource management;** or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and **five (5) years of experience in civil service administration, personnel administration, employee relations or human resource management;** or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and **seven (7) years of experience in civil service administration, personnel administration, employee relations or human resource management.**
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

### SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required and must be maintained throughout employment.

**\*\* Preference will be given to applicants with experience in public sector personnel administration\*\***

Please apply online at <https://seneca-portal.mycivilservice.com/jobops>

Applications Accepted up to:  
**Until position is filled**

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

Pursuant to New York State Civil Law, this position is vested with the authority and responsibility to administer the provisions of the Civil Service Law for Seneca County and each of the municipalities in the County. The Personnel Officer is also the administrator of Seneca County personnel policies, and functions involving technical-professional administration/ oversight of a wide variety of human resource functions including employee-employer relations, salary programs, payroll processing, staff development etc. The County personnel program is administered under the general policies outlined by the Board of Supervisors. Supervision is exercised over a number of technical and clerical employees.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only):**

Performs and/or directs various technical and clerical personnel in performing the following: position classification, specification writing, recruitment, payroll certification, eligible lists, maintaining and updating of Seneca County Civil Service Rules;

Establishes and directs the administration of a comprehensive recruitment and testing program;

Interprets and applies Civil Service Law in formulation of policy and procedures;

Acts as an advisor to County department heads regarding a variety of personnel issues including policies and procedures and actions to be taken regarding individual employees;

Represents the County in negotiations with recognized employee collective bargaining organizations;

Administers provisions of labor agreements between the County and its employees;

Represents the County on personnel matters with the public and government officials;

Administers the County compensation plan;

Participates with the Committees of the Board of Supervisors on formulation of labor relations, salary and personnel policies;

Maintains close working relationships with all municipal public agencies;

Assists the County Manager and department heads in preparing the personal services portion of the county budget including salaries and benefit costs;

Administers the Civil Service Law, Rules and Regulations for all municipalities and districts within the county;

Administers and coordinates county employee benefit programs including retirement plans;

Directs county employee planning, training and development program;

Administers County Employee Assistance Program;

Administers labor relations program including resolution of grievances, interpreting labor contracts and advising departmental supervisor on labor matters;

Oversees maintenance of employee payroll records and processing of payroll;

Acts as compliance officer for various federal and state regulations, including but not limited to Americans with Disabilities Act, Fair Labor Standards Act, Affirmative Action, Family Medical Leave Act, State Labor Law, etc.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of personnel administration; thorough knowledge of labor relations practices; good knowledge of Civil Service Law, Rules and Regulations; working knowledge of public administration in local government; ability to understand and interpret complex written material; ability to communicate effectively both orally and in writing; ability to work effectively with employees and the public; ability to plan and supervise effectively; good judgment; physical condition commensurate with the demands of the position.