



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** HUMAN RESOURCES MANAGER (Provisional\* Appointment)

**SALARY:** \$40,951.04 - \$56,859.92 annually

**LOCATION:** Monroe Community Hospital, 435 E. Henrietta Rd., Rochester, NY

### **JOB SUMMARY:**

This is a high level professional position responsible for organizing and managing the administration, coordination and maintenance of Human Resource functions and programs including but not limited to: staffing, employee relations, recruitment/retention, employee benefits, collective bargaining, Civil Service law, and local rules and regulations and compliance at Monroe Community Hospital. Assures operational efficiency, and excellent customer service with emphasis on delivery of high-quality, safe and effective patient care services. Ensures that operations and functions meet standards and are in compliance with regulatory requirements, policies and procedures. The employee reports directly to the Monroe County Director of Human Resources and works under the general supervision of the Executive Health Director, MCH. Direct or general supervision is exercised over subordinate personnel staff and/or clerical employees. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Labor Relations, Industrial Relations, Personnel Administration, or Human Resource Development, or a closely related field plus two (2) year of experience in personnel activities including interviewing, recruitment, selection, labor or employee relations, position classification, or staff development and training; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, and four (4) years of experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus six (6) years of experience as defined in (A) above.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ON LINE :** [www.monroecounty.gov](http://www.monroecounty.gov)

**Posting Date:** August 19, 2016

**Posting Deadline:** Until filled.

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.