



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:**                    **HUMAN RESOURCES GENERALIST** (Provisional\* Appointment)  
                                  **ASSISTANT HUMAN RESOURCES GENERALIST** (Provisional\* Appointment)

**SALARY:**                \$35,701 - \$45,796 annually  
                                  \$31,421 - \$40,466 annually

**LOCATION:**              Monroe County Department of Human Resources

**JOB SUMMARY:**

This posting will be used to fill up to two (2) vacancies in the Monroe County Department of Human Resources. The positions will be responsible for performing support activities in one or more of the following areas: Civil Service, job classification, and exam maintenance. Duties involve performing a variety of personnel functions such as application review, training, interpreting Civil Service Laws and Rules, personnel practices, and selected collective bargaining language. Duties also involve customer/public contact by responding to various inquiries relating to civil service. The employee reports directly to, and works under the general supervision of a higher level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent office experience in a human resources environment that involved activities such as payroll, benefits, position classification, or Civil Service administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) 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.

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**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) or send Civil Service Application to:

MONROE COUNTY HUMAN RESOURCES  
COUNTY OFFICE BUILDING  
39 WEST MAIN STREET, ROOM 210  
ROCHESTER, NY 14614

**Posting Date:** November 18, 2015

**Posting Deadline:** December 15, 2015

\*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.