



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: HUMAN RESOURCES MANAGER - MONROE COMMUNITY HOSPITAL
(Provisional* Appointment)

SALARY: \$48,524 - \$61,540 annually

LOCATION: Monroe Community Hospital, 435 East Henrietta Road, Rochester NY 14620

JOB SUMMARY:

This position is responsible for managing personnel programs, functions and activities at Monroe Community Hospital. Duties include ensuring personnel related programs and activities such as recruitment, hiring practices, disciplinary actions, grievance and appeal procedures, are performed in accordance with hospital policies and regulations, collective bargaining agreements, and local, state and federal laws and regulations. The employee reports directly to, and works under the general supervision of an Executive Health Director or other higher level staff member. General supervision is exercised over clerical and other support staff. 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 Master's degree in Human Resources Management, Organizational Leadership, Organizational Management, Public Administration or a closely related field plus three (3) years paid full-time or its part-time equivalent professional experience** in human resources including benefits administration, labor relations, union contract negotiations, position classification, staff development and training, or recruitment, selection and placement, two (2) years of which must have been in a supervisory capacity***; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree Human Resources Management, Organizational Leadership, Organizational Management, Public Administration or a closely related field PLUS four (4) years paid full-time or its part-time equivalent professional** experience as described in (A) above, two (2) years of which must have been in a supervisory capacity***; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial or similar experience.

***Supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

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

Posting Date: August 16, 2017

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.