



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**\*\* REVISED \*\***

**TITLE:** PERSONNEL TECHNICIAN (Provisional\* Appointment)

**SALARY:** \$36,870 - \$46,761 annually

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

**HOURS:** Monday - Friday, 8:00 am - 5:00 pm

### **JOB SUMMARY:**

This is a professional human resources position responsible for the performance of duties in various areas of Civil Service and personnel administration, including, but not limited to: position classification, job specification development, job audits, examination administration, application review, payroll and labor relations. The work is performed in accordance with established policies and procedures, Civil Service Law, local rules and regulations, and collective bargaining agreements, with leeway allowed for the exercise of independent judgment. The employee reports directly to, and works under the general supervision of, a Senior Personnel Technician or other 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 Master's degree in Public Administration, Human Resources Administration, Industrial Labor Relations, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in personnel administration that must have included either: employee recruitment and placement, labor relations, employment interviewing, examination administration, classification, benefits administration, or staff development and training; OR,
- (C) Three (3) years paid full-time or its part-time equivalent experience in a personnel department involving either: the performance of duties in support of a staff engaged in personnel administration activities described in (B) above, or responsibility for the supervision of a unit which supports those activities, PLUS two (2) years of personnel administration experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

### **NOTE:**

College level training may be substituted on a year-for-year basis for up to three (3) years of the support or supervisory experience described in (C) above.

### **SPECIAL REQUIREMENTS:**

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

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 ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Revised Posting Date:** June 14, 2018

**Revised Posting Deadline: June 22, 2018**

\*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.