

# **NOTICE OF VACANCY**

**DEPARTMENT:** Personnel

**TITLE:** Commissioner of Personnel

**GRADE/SALARY:** 45M - \$79,360 Plus Excellent Benefits

**THIS IS AN UNCLASSIFIED CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This statutory position functions as head of the Personnel Department, and is responsible for enforcing the provisions of the State Civil Service Law, local rules, and the planning, organization, coordination and direction of the personnel activities of the County, and for all civil divisions which fall under its jurisdiction. Responsibilities also include the development of broad program planning, reporting, and control of County services. The incumbent also develops personnel operating policies and procedures, and recommends such to the County Executive for approval. The work is performed under the general direction of the County Executive, and is reviewed through conferences and reports for results obtained and consistency with County policies. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until position is filled.

**\*\*Oneida County is an equal opportunity employer\*\***

10/14/2021