

NOTICE OF VACANCY

DEPARTMENT: Personnel
TITLE: Deputy Commissioner of Personnel
GRADE/SALARY: \$68,243 (38M) plus Excellent Benefits

THIS IS AN EXEMPT CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible assisting the for Commissioner of Personnel in 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. This position also involves responsibility for planning, coordinating, and participating in the negotiations of contracts between employee groups and Oneida County. The incumbent promotes union/management relations, assists individual employees with job-related problems and advises the Commissioner of Personnel as to potential problem areas. Considerable leeway is given the employee for performance of the work in a manner to achieve professional results. The work is performed under the general direction of the Commissioner of Personnel. Supervision is exercised over technical and clerical employees. The Deputy Commissioner may act for, and in place of, the Commissioner in his/her absence. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Appointed based on administrative experience, and other such qualifications, as the Commissioner of Personnel may determine appropriate.

SUGGESTED QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** five (5) years of experience in human resources or civil service administration, 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 in public administration, business administration, human resources, or a closely related field **AND** six (6) years of experience in human resources or civil service administration, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Candidates must be a resident of Oneida County within 30 days after appointment and maintain residency throughout appointment.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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 6th 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 the position is filled

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