

NOTICE OF VACANCY

DEPARTMENT: Personnel
TITLE: Personnel Technician I
GRADE/SALARY: 21M - \$32,216 plus EXCELLENT BENEFITS

THIS IS A TESTED CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the performance of a variety of technical personnel duties. The incumbent may be assigned individual responsibility for particular personnel and human resource areas. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Human Resources, or Labor Relations, or in a closely related field, **AND** two (2) years of paid experience in **technical personnel work***.

***Technical personnel work** is limited to experience in:

1. Job classification and compensation;
2. Personnel recruitment, or career counseling or placement;
3. Fringe benefit administration and labor relations and contract administration;
4. Preparation of position descriptions;
5. Supervision of personnel records department;
6. Civil Service administration.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

1. Clerical experience in support of the above personnel functions will not be acceptable for qualification.
2. Satisfactory completion of 30 credit hours, towards a Master's degree, from a regionally accredited or New York State registered college or university in public or business administration, industrial relations, human resources, or related field may be substituted for one (1) year of experience as listed in (A) above.
3. Candidates must submit copy of transcripts showing date degree conferred with application.

TO APPLY ONLINE GO TO: <https://oneida-portal.mycivilservice.com/>

PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6TH FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED TO:

Oneida County Department of Personnel
800 Park Avenue
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: October 20, 2020.

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Office Building or downloaded and printed from our web site at www.ocgov.net/personnel. You may also call (315) 798-5726 and request that an application be sent to you.

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

09/29/2020