



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Personnel

CIVIL SERVICE TITLE: Human Resources and Labor Relations Specialist

CLASSIFICATION TYPE: Competitive (Provisional)

SALARY (GRADE): \$55,743 (30M) Plus Excellent Benefits

APPLICATION DEADLINE: April 30, 2024

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Personnel, the employee in this class is responsible for will assist with labor relations and human resources matters, gathering, collecting, and maintaining documents and records required for contract and policy development, investigations, and negotiations. The incumbent performs related work as required.

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

- (A) Possession of Bachelor's Degree in human resources, labor relations, public administration, business management, psychology, behavioral science, or a closely related field **AND** one (1) years of experience in human resources administration or employee relations; **OR**
- (B) Possession of Associate's Degree in human resources, labor relations, public administration, business management, psychology, behavioral science, or a closely related field **AND** three (3) years of experience in human resources administration or employee relations; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience in human resources administration or employee relations.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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