

St. Lawrence County Government
Position Advertisement Form

Personnel Officer

Salary Range: \$95,302 - \$118,108 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

St. Lawrence County Human Resources Department is in search of a Personnel Officer. This is a public officer position charged by law to administer the provisions of the Civil Service Law and Rules for the County and for all civil divisions including towns, villages, school districts and special districts. The incumbent also administers some Human Resources functions including but not limited to, Affirmative Action, civil service training, HR Information Systems (HRIS) coordination (Roster card, Allpaid, etc.), position control, audits, and policy development. The incumbent also interprets and enforces Civil Service Law and Rules. Administrative supervision for Civil Service related functions is exercised over all department staff.

The incumbent maintains effective working relationships, advises and acts as liaison with Appointing Authorities of all St. Lawrence County public agencies and Department Heads within St. Lawrence County Government.

Note: In accordance with New York State Civil Service Law the Personnel Officer shall be appointed by the County Administrator (subject to confirmation by the County Legislators) for a term of six years.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree in Human Resource Management, Business Administration, Public Administration or related field and five (5) years of experience in public sector human resource administration two (2) years of which must have been in a supervisory or administrative capacity, **OR**
- B) Possession of an Associate's degree in Human Resource, Business Administration, Public Administration or related field and seven (7) years of experience in public sector human resource administration two (2) years of which must have been in a supervisory or administrative, **OR**
- C) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

Note: Possession of a Master's degree in public administration, business administration, personnel administration or related field may be substituted for one year of the required experience. Work experience in a unionized environment a plus.

Applications accepted until Wednesday, March 26th.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

Send application to:

St. Lawrence County Human Resources Department
48 Court Street
Canton, NY 13617
AA/EEO