



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: PERSONNEL TECHNICIAN
(Provisional* Appointment)

SALARY: \$43,336 - \$59,377 annually

LOCATION: Monroe County Department of Human Resources

JOB SUMMARY:

This is a professional human resources position responsible for the performance of duties in the Civil Service Exam Unit. The work is performed in accordance with established policies and procedures, Civil Service Law, and local rules and regulations, with leeway allowed for the exercise of independent judgment. The employee reports directly to, and works under the general supervision of a higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Human Resources Administration, Industrial Labor Relations or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in personnel administration that must have included either: employee recruitment and placement, labor relations, employment interviewing, examination administration, classification, benefits administration, staff development and training, or providing support to staff performing any of the above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as described in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

ADDITIONAL INFORMATION (continued):

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: June 2, 2023

Posting Deadline: June 16, 2023

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.