



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **STAFFING SPECIALIST**
 (Provisional* Appointment)

SALARY: \$43,336 - \$59,378 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position is responsible for delivering training curriculum and assisting with mentoring and/or coaching programs in a department or agency. Duties involve conducting in-service trainings, identifying knowledge, skill and abilities required for certain staff positions, and compiling statistical information regarding the effectiveness of the current staff development programs. The employee reports directly to, and works under the general supervision of the Coordinator of Staff Development or other higher-level staff member, with leeway allowed for the exercise of independent judgment and decision making. Supervision of others is not a responsibility of this class. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

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

- (A) Graduation with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience in human resources, recruitment or the delivery of programs which included experience in teaching or training**

**Teaching or training is defined as experience and responsibility for the design, development, revision and in-service delivery of curricula and orientation programs, that incorporate competency based outcomes. Teaching and training experience must also include conducting, coordinating and reviewing formal need assessments, to ascertain where training resources should be expended.

NOTE: Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.

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.

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 and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL RD. – ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: March 24, 2023

Posting Deadline: April 28, 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.