

Cayuga County

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Recruitment Notice



Human Resources Administrator

The Position & Department

The Human Resources Administrator is responsible for directing the operations of the Cayuga County Human Resources and Civil Service office, which encompasses a wide range of human resources functions, such as recruitment/staffing, equal employment opportunity, job classification, labor relations, discipline, and training. The work is carried out in accordance with the Civil Service Law, Rules, and Regulations as well as modern, innovative, and visionary HR practices.

The incumbent serves as Secretary to the Cayuga County Civil Service Commission and administers the Civil Service Laws, rules and regulations on behalf of the County (and local jurisdictions) under direction of the Commission. As a Department Head, is under the general supervision of the County Administrator for county operational needs and budget. The position requires hand-on experience with Civil Service as well as extensive knowledge of HR best practices, including the ability to evaluate and update existing HR policies/programs that empower department heads to make sound data-driven HR decisions.

The HR and Civil Service office is essential to the mission of the Cayuga County Government and affects all its employees and departments. The department's 4 full-time staff administer the mandated Civil Service function for 30 departments, BOCES, 33 municipalities, 8 school districts, and the Community College.

The Vision

Cayuga County promotes an equitable and engaging work environment and is looking for a transformational HR Administrator committed to help align human resources services and programs with the County's vision. The HR Administrator will join a progressive leadership team and has the skills to help streamline and enhance processes, keep up with industry trends, regulatory requirements, and operational needs - especially improving training and staff development.

There is future potential for integrating staff and management of payroll and benefits, which is not currently an HR function.



The Ideal Candidate

Cayuga County's next HR Administrator has a strong community and customer-service focus, a passion for public service, and a strong commitment to effectiveness and efficiency of Government programs, processes, and services. The ideal candidate is a transformational leader who is able to build an inclusive and welcoming culture, is an effective communicator, collaborator, and negotiator. The successful candidate is a strategic thinker, and tactical operator who understands how to effectively navigate the intersection of statute, civil service rules, and collective bargaining agreements to yield desired outcomes.

The hired candidate will be able to strategically evaluate the County's training and development needs; continue developing and improving the recruiting, hiring, and on boarding processes; initiate a review of the performance evaluation system; advise department heads on civil service and personnel matters; professionally manage labor relations and personnel issues; participate in collective bargaining process; prepare resolutions for the legislative process, and plan and direct the County's mandated programs.



Education & Experience

The ideal candidate will have 10 years of experience directing people, budgets, and human resources services. Experience as an HR Director or practicing labor and employment law in a government setting and a relevant masters (or law) degree in human resources, business administration, or personnel relations is preferred. Possession or willingness to earn credentials from the Society for Human Resource Management (SHRM) or International Public Management Association for Human Resources (IPMA-HR) desired.

Compensation & Benefits

The salary for this position is based on qualifications and experience, with a competitive compensation package that includes health benefits and participation in the NYS pension system. For questions, contact Mike Russell at mrussell@cayugacounty.us or (315) 253-1480.

Apply

To apply and view minimum qualifications go to <https://mycivilservice.cayugacounty.us/jobopps>.

The Community

Cayuga County is a great place to live and work and offers extensive opportunities for entertainment, outdoor and cultural activities. In the middle of the Finger Lakes wine country, you can enjoy crystal clear lakes, spectacular scenery, charming villages and award-winning wines. From boating and fishing on one of our eight lakes to enjoying music, theatre, fine arts and history, you will find our Finger Lakes culture rich and varied.

Cayuga County (population 80,000) is located in the western central part of the state, in the Finger Lakes region. Owasco Lake is in the center of the county, and Cayuga Lake forms part of the western boundary. Lake Ontario is on the northern border, and Skaneateles Lake and Cross Lake form part of the eastern border. The county has a total area of 864 square miles, of which 692 square miles is land and 172 square miles (20%) is water. Cayuga County has more waterfront land than any other county in the state not adjacent to the Atlantic Ocean. The county was named for one of the tribes of Indians in the Iroquois Confederation.

Cayuga County is strategically situated near major upstate population centers (Rochester, Syracuse) and is home to both major industrial enterprises and robust small businesses. The county-wide workforce of over 40,000 is heavily engaged in the agricultural, manufacturing and services sectors. The county is home to Cayuga Community College and Wells College. The cost of living in Cayuga County is 3% below the national average and 29% below the state average.



The City of Auburn (population 27,000) is Cayuga's county seat and its largest community. Auburn's first-rate historical and cultural attractions such as the Harriet Tubman Home (Underground Railroad) and Seward House Museum, which jumped to national attention in the best-selling book, 'Team of Rivals', blend with charming ethnic neighborhoods and first-class entertainment at the Merry-Go-Round Playhouse and Auburn Public Theater. Watch the Auburn Doubledays play baseball at Falcon Park or see where sound on film was invented at the Case Research Lab. Auburn is the location of many county-wide government offices, banking and finance, legal and medical services. Downtown Auburn is the hub of business activity and in the Downtown Business Improvement District alone there are over 200 retail, financial, food, entertainment and professional businesses as well as dozens of not-for-profit organizations and government agencies.

Cayuga County's smaller towns and villages are truly the essence of what the Finger Lakes are all about – rural charm with a sophisticated flair. Aurora, on the east side of the longest of the Finger Lakes, Cayuga Lake, has been said to have a 'Norman Rockwell' quality and it lives up to its reputation.



**CAYUGA
COUNTY**

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Resources Admin



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	Human Resources Administrator
JURISDICTIONAL CLASS:	Exempt (Approved – NYSCSC 1/12/06)
CIVIL DIVISION:	County
ADOPTION: CSM	06/15/05
REVISED: CSM	7/13/05, 8/10/05, 4/11/07, 4/08/09, 8/12/09; 10/14/09

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the administration of county government human resources and civil service related matters under the jurisdiction of the Cayuga County Civil Service Commission. The work is carried out in accordance with, and pursuant to, the requirements of both Civil Service Law, Rules, and Regulations, and also sound, modern public personnel administration principles and techniques. Duties include administration of the affairs of the office, implementation and evaluation of personnel functions relating to County Government, including but not limited to staff development and labor relations matters. Work is performed under the general direction of the Civil Service Commission, with wide leeway allowed for the exercise of independent judgment in carrying out assignments. Supervision is exercised over activities of all office staff members. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administers the affairs of the office as a team leader maintaining a cohesive unified vision;
- Advises department heads on civil service and personnel matters and procedures;
- Coordinates departmental issues and consults with the County's Personnel Attorney or Labor Relations Specialists and County Attorney regarding personnel issues;
- Provides consultation, advice, and information to government officials concerning a variety of civil service, personnel, benefit, labor relations, and public administration issues;
- Advises the Civil Service Commission and County Legislature of current problems and of the progress of overall personnel and human resource programs;
- Recommends improved personnel practices and policies;
- Develops and may conduct portions of a formalized training program to meet staff orientation and training needs, or when necessary, engage the services of outside providers;
- Participates in collective bargaining process by researching and preparing reports relative to negotiating issues;
- Provides for a centralized administration and tracking of employee grievances and arbitrations;
- Works with county department heads, supervisors and unions to reduce employee grievances;
- Assists the County Legislature with the recruitment of Department Heads;
- Assists in preparation of legislative resolutions pertaining to personnel;
- Responsible for the maintenance of the county's compensation plans;
- Prepares a variety of reports for the Commission and Legislature regarding personnel related issues;
- Oversees the carrying out of the Department's responsibilities pursuant to Civil Service Law and Rules, County Policies and Practices;
- Reports infractions of laws and rules or personnel policies to the Commission and/or Legislature;
- Oversees and participates in surveys to analyze positions of employment to determine occupational data for salary and civil service job classification purposes;
- Attends civil service meetings to provide advice and information concerning actions to be taken;
- Acts as Secretary for the Commission and maintains minutes of Commission meetings;
- Supervises the preparation of resolutions for commission action to update the Rules and Appendices;
- Assists the Commission in the development and classification of job specifications;

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Reviews documentation related to personnel transactions to assure conformance to civil service laws, rules and procedures and current personnel practices of the county;
Supervises the maintenance of a database of training attended by staff;
Assists in preparation of the department's annual budget and monthly legislative audit;
Supervises the preparation and maintenance of a variety of personnel records and reports;
Carries out a variety of administrative and technical personnel details.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Ability to supervise office staff and communicate vision of office;
Ability to create an atmosphere of teamwork and cohesiveness in a multi-person office;
Ability to plan, develop, and carry out a central personnel program;
Ability to understand and carry out complex oral and written directions;
Ability to plan and supervise the work of others;
Ability to get along well with others;
Ability to use an alpha-numeric keyboard and utilize various types of software utilized by employer including word processing, database, spreadsheet and visual presentation;
Good knowledge of the modern principles and practices of public personnel administration;
Good knowledge of the Civil Service Law and Rules;
Good knowledge of the organization and functions of County and municipal governments and their departments, agencies, and units;
Good knowledge of the use of an alpha-numeric keyboard and use of word processing, database, and spreadsheet software;
Good address;
Good judgment;
Resourcefulness in solving administrative and technical personnel problems;
Tact and courtesy;
Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Juris Doctor Degree and passage of the bar within 12 months of appointment AND 6 months of experience in personnel administration, labor or industrial relations, contractual negotiations, or related experience which must have included supervision in a multi-person office; OR
- B) Master's Degree in Human Resources, Business Administration, Personnel Relations or related field AND 2 years of experience in personnel administration, labor or industrial relations, contractual negotiations, or related experience which must have included supervision in a multi-person office; OR
- C) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Human Resources, Personnel Management, Labor Relations, or related field AND 5 years of experience in personnel administration, labor or industrial relations, contractual negotiations, or related experience which must have included supervision in a multi-person office; OR
- D) 3 ½ years of full-time paid experience servicing at least 200 people in the private or public sector as a Human Resources Administrator, Deputy Human Resources Administrator, or other relevant title showing responsible supervision of human resources or civil service activities; OR
- E) Any equivalent combination of training and experience as outlined in (A), (B), (C) or (D) above.

NOTE: All volunteer or unpaid internships must be verifiable to count as experience as outlined in (A), (B) and (C) above.