



TRANSFER OPPORTUNITY

DEPUTY HUMAN RESOURCES ADMINISTRATOR

The Cayuga County Department of Human Resources and Civil Service is currently accepting transfer requests for the title of **Deputy Human Resources Administrator**.

DEADLINE TO SUBMIT REQUEST: [Friday, February 14, 2020](#)

To qualify for this transfer opportunity, you must currently hold the title of Deputy Human Resources Administrator (or a closely related title) with another jurisdiction. Please refer to the attached page for Cayuga County's Transfer Rule.

INSTRUCTIONS FOR REQUESTING A TRANSFER:

In addition to submitting a Cayuga County Civil Service application online, please submit your Civil Service Roster, current job specification for your title, and a copy of the exam announcement for your current position with the request. These items can be found at the Civil Service office of your current employer.

DESCRIPTION:

Under the direction of the Human Resources Administrator, the Deputy Human Resource Administrator is responsible for the Civil Service and Human Resources functions of Cayuga County. This includes administration of the Civil Service law and functions for all jurisdictions under the purview of the Cayuga County Civil Service Commission. Responsibilities also include implementation of all county policies, labor agreements and related parameters applicable to the workforce. Duties require thorough knowledge of Civil Service rules and county policies and ability to apply them appropriately.

CAYUGA COUNTY CIVIL SERVICE

~ RULE XVII ~

Transfers

"Transfer" means the change, without further examination, of a permanent employee from a position under the jurisdiction of one appointing authority to a similar position under the jurisdiction of another appointing authority.

1. Transfer of Eligibility for Permanent Appointment

Upon the written request of an individual and the prospective appointing authority, and subject to the approval of the Commission, any individual serving in a competitive class position as a permanent appointee may be permanently appointed to another competitive class position subject to these rules without further competitive examination, provided:

- (a) There is no preferred list appropriate for filling the position to which appointment is sought containing the name of an eligible willing to accept appointment; and
- (b) There is no departmental promotion list for the position to which appointment is sought containing the names of three or more eligibles willing to accept appointment; and
- (c) (1) The Commission determines that the examinations' scopes and qualifications for the positions held and to which appointment is sought are identical; or
(2) When the examinations' scopes and qualifications are not identical, the New York State Department of Civil Service has determined that the examination for the position held involved or would involve essential tests and qualifications the same as or greater than those of the position to which appointment is sought; and
- (d) The Commission has determined that such appointment is for the good of the service.