

NOTICE OF VACANCY

DEPARTMENT: Oneida County Department of Personnel

TITLE: Personnel Technician I

GRADE/SALARY: 19M – \$23,806

DISTINGUISHING FEATURES OF THE CLASS: The position involves responsibility for the performance of a variety of technical personnel duties. The incumbent may be assigned individual responsibility for particular personnel and human resource areas. The work is performed under the general direction of an upper level supervisor. Supervision may be a function of this class. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Human Resources, or a closely related field, **AND** one (1) year of paid experience in **technical personnel work***; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Public Administration, Human Resources, or in a closely related field, **AND** three (3) years of paid experience in **technical personnel work***; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of paid experience in **technical personnel work***.

* **Technical personnel work** is defined to mean and is limited to experience in any of the following areas:

1. Job classification and compensation;
2. Personnel recruitment, or career counseling or placement;
3. Fringe benefit administration and labor relations and contract administration;
4. Preparation of position descriptions;
5. Supervision of personnel records department;
6. Civil Service administration.

NOTE: Clerical experience in support of the above personnel functions will not be acceptable for qualification.

MAIL APPLICATION TO: Oneida County Department of Personnel
John Talerico, Commissioner of Personnel
800 Park Ave 3rd Floor
Utica, NY 13501

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Applications accepted until February 11, 2011.

Blank applications may be picked up in Personnel – 3rd Floor of the Oneida County Building or downloaded and printed from our web site at www.ocgov.net, (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and have an application sent to you.

****Oneida County is an equal opportunity employer****