

# PERSONNEL OFFICER

TIOGA COUNTY, NY

## THE POSITION



The Personnel Officer is a public officer charged by law to administer the provisions of Civil Service Law and Rules for not only the County departments, but also the 9 Towns, 6 Villages, 5 School Districts and 3 Special Districts within Tioga County. In addition, the position is responsible for administration of the terms of three collective bargaining agreements, the Non-Union Salary program as well as all personnel-related policies and functions. Participation in collective bargaining including formulation of proposals and cost-analysis are critical functions required. The Personnel Department administers a Self-insured Workers' Compensation Plan which all 15 Towns and Villages participate in along with the County, making relationships built on respect with each municipality a must. The selected candidate will find a well-organized Personnel Department comprised of hard-working tenured staff that take pride in their work and are committed to serving the public, County departments, municipalities, County employees and retirees while being accountable to the taxpayers. The Personnel Officer serves 6 year terms.

## QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma and **either**:

**A** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Industrial and Labor Relations, Human Resource Management, Business Administration, Public Administration or related field and seven years of full-time work experience or its part-time equivalent in either public or private sector human resource administration, two years of which must have been in supervisory capacity; **OR**

**B** Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in the majors described in (a) above and nine years of full-time work experience or its part-time equivalent as described in (a) above, two of which must have been in a supervisory capacity; **OR**

**C** Eleven years of full-time experience or its part-time equivalent as described in (a) above, three of which must have been in a supervisory capacity; **OR**

**D** An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**Note:** Possession of a Master's degree in Public Administration, Business Administration, Personnel Administration or related field may be substituted for one year of the required experience.

Work experience in a unionized environment a plus.

## HOW TO APPLY



Application



Letter of Interest



Resume

Position available as of March 18, 2022. 2022 Salary range: \$73,441 – 83,441. (35 hour workweek). Application review will begin as received and continue until the position is filled. View the online posting at: [www.tiogacountyny.com/departments/personnel-civil-service/](http://www.tiogacountyny.com/departments/personnel-civil-service/)

[www.tiogacountyny.com/departments/personnel-civil-service/](http://www.tiogacountyny.com/departments/personnel-civil-service/) | (607) 687 - 8494

Tioga County is an Equal Opportunity / Affirmative Action Employer.

## ABOUT TIOGA COUNTY

Life in Tioga County is full of surprises. Our charming, historic villages and rural location are picturesque and peaceful, but do not let that fool you into thinking that life here is the "sleepy small town" type. Tioga County is a vibrant community to live, work, and raise families.

In Tioga County, we enjoy our own backyards, paddling on the Susquehanna, going to watch our kids play sports, buying groceries at the farm store, taking the family to festivals, and shopping at our friendly, local merchants. On any given night we go out and listen to live music at our favorite local watering hole, catch a play at the performing arts center, win big at the casino, check out an art exhibit, or meet up with friends for dinner. When we feel like doing something new, there are more day-trips right outside your door than you could do in a lifetime. Tioga County is the hub of the Southern Finger Lakes with world class museums, shopping centers, concert venues, lakes, outdoor adventures, wine and beer trails, and family activities just a short drive from your home. Every weekend can be a vacation when you live here.

In Tioga County, we are proud of our history and excited about our future. We celebrate and we innovate. This is a community where you can build the life you want.

### QUICK FACTS



#### SCHOOL SPIRIT

The school districts in Tioga County consistently perform among the highest in New York State. With small class sizes and plenty of enrichment programs, the schools in Tioga are well rounded and welcoming.

#### EXPERIENCE TIOGA



Win big at Tioga Downs Casino Resort



Enjoy 22 hiking areas including the Finger Lakes Trail & Two Rivers State Park



Visit historic Villages



Visit art galleries, listen to live music, attend a performance or a festival



Play in our parks & sports fields



Tour Fall farms, play in a corn maze, visit farm stores & pick fresh produce at a Farmers' Market



Try the Susquehanna Paddle Trail



Settle in with a great book at a cozy local library



Grab dinner & drinks at a delicious local restaurant

48,455

POPULATION

383 FT  
73 PT

COUNTY WORKFORCE

\$62,999

MEDIAN HOUSEHOLD  
INCOME

22  
minutes

AVERAGE COMMUTE

### COUNTY GOVERNMENT



#### Tioga County Legislature

The Legislature is comprised of 9 Legislators representing approximately 5,500 people each.

#### Legislative Chair

The Chair of the Legislature is elected by the Legislature annually and presides over the day to day operations of the county

#### Structure of position

The Personnel Officer reports directly to the Legislators. The Personnel Department consists of 6 full-time staff.

