

T O M P K I N S C O U N T Y

Commissioner of Personnel (Human Resources)

SALARY RANGE: \$90,542 - \$98,363/yr.

New York State Retirement and Excellent Benefits Package



The Position

Description The Commissioner leads and manages the County's personnel, human resources, civil service, and labor relations programs and activities. Reporting to the County Administrator, and responsive to the policy direction of a 14-person County Legislature, the Commissioner supervises and provides consultation to management on strategic staffing plans, benefits, compensation, training and development, budget, and labor relations.

Operating within a civil service and union environment, the Commissioner leads the County's labor relations activities. He or she serves as the County's chief labor negotiator and also is responsible for maintaining positive labor relationships, handling disciplinary actions, and working with management and staff to foster a positive, productive, fulfilling workplace environment. The Commissioner frequently interacts with department heads and staff to identify opportunities to avoid or address personnel issues. The Personnel Department administers the County's employee benefit programs, including health insurance, workers' compensation, disability, flexible benefits, deferred compensation, and retirement programs.

The Commissioner is responsible for the administration of New York State Civil Service Law for most local governments and school districts within the County. The Commissioner assists local governments and school districts comply with Civil Service laws and regulations. The Department manages the civil service job application process, testing and notification, and compliance monitoring. The Commissioner manages an experienced 6-person staff.

The position is a public officer under NYS Public Officers Law. Therefore, the holder of this position must be a United States citizen and a resident of Tompkins County. If not now a resident of Tompkins County, the successful candidate will be expected to establish residency soon after appointment to the position. ©

Our Commitment

Tompkins County values a diverse, respectful, productive, and fulfilling workplace and provides its Personnel Commissioner with a range of responsibilities intended to realize those values. The Commissioner will play a key leadership role in developing and sustaining an inclusive culture that enables a diverse workforce to perform at a high level. He or she will plan and coordinate the County's training programs and work with management and staff to improve the work environment and expand career development opportunities.

The Commissioner will work with department heads to develop and implement recruitment and retention strategies that foster a diverse, high performing workforce. ©



How To Apply Online

Please visit: www.tompkinscountyny.gov/. (1) Choose the *County Employment* link; (2) Click the *Vacancy List* button; (3) Select *Apply* next to title of position; (4) Create a username and password; and (5) Complete the application. Please contact Jackie Thomas, Tompkins County Personnel at 607.274.5591 if you have any questions regarding the registration or application process. ©

Why Apply?



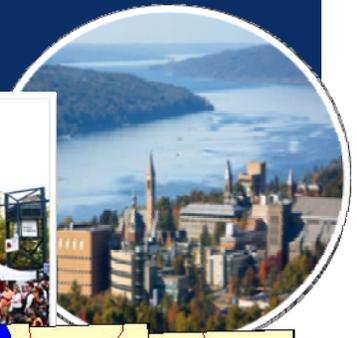
TOMPKINS COUNTY is arguably one of the most beautiful and livable areas in the entire United States. The County, with a population of 105,500, is located in the Finger Lakes Region of upstate New York. Tompkins County is situated at the southern tip of majestic Cayuga Lake in an area of dramatic gorges and waterfalls. The people are engaged, welcoming, and diverse. The County is governed by a 14-member Legislature. Elected officials serve four-year terms. The Commissioner of Personnel is appointed to a six-year term by the County Administrator with confirmation by the Legislature and reports directly to the County Administrator, unless otherwise required by law, for the implementation of policies established by the Tompkins County Legislature. ©

The Community

Tompkins County boasts beautiful rural areas, quiet villages, farms, and open land surrounding our population center.

Ithaca, which is our county seat, has a small-town atmosphere but showcases the qualities of a much larger city through an abundance of

restaurants, theatre, arts, shopping, cultural, and recreational activities. Three institutions of higher learning – Cornell University, Ithaca College, and Tompkins Cortland Community College – make education our top industry. The county is an employment center for the region and features a healthy economy, a strong human services sector, a local medical center, a public transportation network, a regional airport, and three State parks. The region offers endless recreational opportunities including golf, hiking, mountain biking, boating, skiing (snow and water), canoeing, wind surfing, and fishing. There are a multitude of family-friendly community oriented festivals and events. ©



Dear Colleague –

Tompkins County is currently seeking a Commissioner of Personnel (Human Resources). I invite you to review the position details to see whether you might be a good fit for our organization and this important leadership role. Tompkins County is an equal employment opportunity employer, so all qualified persons who are culturally competent and have experience in serving diverse clientele are encouraged to apply. If this opportunity is not for you, please feel free to share it with other Human Resources professionals. ©

Jackie Thomas

jthomas@tompkins-co.org
607.274.5591

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Minimum Qualifications

In order to qualify, applicants must either:

- (a)** Be graduated from a regionally accredited or New York State registered four-year college with a Master's Degree in public or Business Administration, Industrial and Labor relations, Social Sciences, Education, Human Resources Management or a related field **AND** have five years of full-time paid (or the equivalent part-time and/or volunteer) administrative experience **EITHER** in a government agency, must include significant responsibility for the recruitment, hiring and discipline of employees **OR** in a non-governmental agency, which must be personnel management experience, but in either case, no fewer than five years of this experience must have been in a supervisory capacity; **OR**
- (b)** Be graduated from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in Business or Public Administration, Industrial and Labor relations, Social Sciences, Education, Human Resources Management or a related field **AND** have seven years of full-time paid (or the equivalent part-time and/or volunteer) administrative experience **EITHER** in a governmental agency, which must include significant responsibility for the recruitment, hiring and discipline of employees **OR** in a non-governmental agency, in which case the experience must be personnel management experience, but in either case, no fewer than five years of this experience must have been in a supervisory capacity; **OR**
- (c)** Have completed at least sixty credit hours of college level study in Business or Public Administration, Industrial and Labor relations, Social Sciences, Education, Human Resources Management or a related field **AND** have at least ten years of full-time paid (or the equivalent part-time and/or volunteer) experience **EITHER** in a governmental agency, which must include significant responsibility for the recruitment, hiring and discipline of employees **OR** in a non- governmental agency, in which case the experience must be personnel management experience, but in either case, no fewer than five years of this experience must have been in a supervisory capacity; **OR**
- (d)** Have any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Special Requirement. This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

Note. In accordance with New York State Civil Service Law, Section 15, subsection 1 (b), and the Tompkins County Charter and code, the Personnel Officer (titled Commissioner of Personnel in Tompkins County) shall be appointed by the County Administrator (subject to confirmation by the County Legislature) for a term of six years. ©



Commissioner of Personnel

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