



VACANCY NOTICE

TITLE: Human Resource Technician

LOCATION: BOCES Wide: Support Services Center, Norwich, NY

REPORTS: Director of Educational Services

TERMS: 12 months, full-time

QUALIFICATIONS: REQUIRED
Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the examination. Associates or Bachelor's degree in business, public administration, education, human resources or related field and 1-3 years of human resource experience, including supervision of others.

PREFERRED
Proven experience as in Human Resources. Strong computer and data literacy. Experience with compensation and benefit management, employee leaves and attendance and benefit time. Knowledge of State and Federal labor laws, Education Law and Civil Service Law. Excellent organization and communication skills.

RESPONSIBILITIES / DUTIES: In a fast-paced office, under general supervision, coordinates all personnel functions at a paraprofessional level. Assists in maintaining continuity in important matters with high levels of consequence, including but not limited to recruitment, grievances, retention/layoff documents, employee leaves, and attendance and time banks. Utilizes knowledge of human resources, state education law and civil service administration in exercising responsibility for employee records and providing advice and assistance in a variety of human resource transactions pursuant to collective bargaining agreements, workers compensation and other human resource transactions. Communicates effectively with business partners and external customers to gather information and resolve questions.

SALARY/BENEFITS: \$20.95 to \$28.45 per hour, generous benefits and leave time

STARTING DATE: As soon as possible

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application. Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecruiter.com>

Apply by mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego
BOCES 6678 County Road 32
Norwich, NY 13815-3554

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws

3/21/2023