



## IN ANTICIPATION OF VACANCY

<b>TITLE:</b>	Human Resource Technician
<b>LOCATION:</b>	Support Services Center: Norwich, NY
<b>REPORTS:</b>	Director of Educational Services
<b>TERMS:</b>	Full-time, 12 months
<b>QUALIFICATIONS:</b>	Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam. Proven experience as: A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Management or Administration, Social Science, English, Human Resources or related field and one (1) year personnel/human resource experience, which shall include the supervision of others, OR B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Public or Business Management or Administration, Social Science, English, Human Resources or related field and three (3) year personnel/human resource experience, which shall include the supervision of others, OR C. Graduation from High School or GED and five (5) years of experience personnel/human resource experience, which shall include the supervision of others.
<b>RESPONSIBILITIES/DUTIES:</b>	Under general supervision, coordinates 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. Ensures the HR department is organized and operates efficiently to attract, hire and retain the best employees.
<b>SALARY/BENEFITS:</b>	Salary commensurate with experience; generous health & dental insurance, leave and other benefits
<b>STARTING DATE:</b>	June 9, 2022
<b>TO APPLY:</b>	Send cover letter, resume, Delaware County civil service application and DCMO BOCES application. Applications reviewed as received.  DCMO BOCES Application found at: <a href="http://www.dcmoboces.com/application">http://www.dcmoboces.com/application</a>  Delaware County civil service application found at: <a href="http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf">http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf</a>  <i>Apply online:</i> <a href="http://www.OLASjobs.org">www.OLASjobs.org</a> -or- <a href="https://dcmo.mightyre recruiter.com">https://dcmo.mightyre recruiter.com</a>  <i>By mail:</i> Human Resources Department Delaware-Chenango-Madison-Otsego BOCES 6678 County Road 32 Norwich, NY 13815-3554

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