

**Cayuga County**

cayugacounty.us



# Recruitment Notice



**Human Resources Administrator**

## The Position & Department

The Human Resources Administrator is responsible for directing the operations of the Cayuga County Human Resources and Civil Service office, which encompasses a wide range of human resources functions, such as recruitment/staffing, equal employment opportunity, job classification, labor relations, discipline, and training. The work is carried out in accordance with the Civil Service Law, Rules, and Regulations as well as modern, innovative, and visionary HR practices.

The incumbent serves as Secretary to the Cayuga County Civil Service Commission and administers the Civil Service Laws, rules and regulations on behalf of the County (and local jurisdictions) under direction of the Commission. As a Department Head, is under the general supervision of the County Administrator for county operational needs and budget. The position requires hand-on experience with Civil Service as well as extensive knowledge of HR best practices, including the ability to evaluate and update existing HR policies/programs that empower department heads to make sound data-driven HR decisions.

The HR and Civil Service office is essential to the mission of the Cayuga County Government and affects all its employees and departments. The department's 4 full-time staff administer the mandated Civil Service function for 30 departments, BOCES, 33 municipalities, 8 school districts, and the Community College.

## The Vision

Cayuga County promotes an equitable and engaging work environment and is looking for a transformational HR Administrator committed to help align human resources services and programs with the County's vision. The HR Administrator will join a progressive leadership team and has the skills to help streamline and enhance processes, keep up with industry trends, regulatory requirements, and operational needs - especially improving training and staff development.

There is future potential for integrating staff and management of payroll and benefits, which is not currently an HR function.



## The Ideal Candidate

Cayuga County's next HR Administrator has a strong community and customer-service focus, a passion for public service, and a strong commitment to effectiveness and efficiency of Government programs, processes, and services. The ideal candidate is a transformational leader who is able to build an inclusive and welcoming culture, is an effective communicator, collaborator, and negotiator. The successful candidate is a strategic thinker, and tactical operator who understands how to effectively navigate the intersection of statute, civil service rules, and collective bargaining agreements to yield desired outcomes.

The hired candidate will be able to strategically evaluate the County's training and development needs; continue developing and improving the recruiting, hiring, and on boarding processes; initiate a review of the performance evaluation system; advise department heads on civil service and personnel matters; professionally manage labor relations and personnel issues; participate in collective bargaining process; prepare resolutions for the legislative process, and plan and direct the County's mandated programs.



## Education & Experience

The ideal candidate will have 10 years of experience directing people, budgets, and human resources services. Experience as an HR Director or practicing labor and employment law in a government setting and a relevant masters (or law) degree in human resources, business administration, or personnel relations is preferred. Possession or willingness to earn credentials from the Society for Human Resource Management (SHRM) or International Public Management Association for Human Resources (IPMA-HR) desired.

## Compensation & Benefits

The salary for this position is based on qualifications and experience, with a competitive compensation package that includes health benefits and participation in the NYS pension system. For questions, contact Mike Russell at [mrussell@cayugacounty.us](mailto:mrussell@cayugacounty.us) or (315) 253-1480.

## Apply

To apply and view minimum qualifications go to <https://mycivilservice.cayugacounty.us/jobopps>.

## The Community

Cayuga County is a great place to live and work and offers extensive opportunities for entertainment, outdoor and cultural activities. In the middle of the Finger Lakes wine country, you can enjoy crystal clear lakes, spectacular scenery, charming villages and award-winning wines. From boating and fishing on one of our eight lakes to enjoying music, theatre, fine arts and history, you will find our Finger Lakes culture rich and varied.

Cayuga County (population 80,000) is located in the western central part of the state, in the Finger Lakes region. Owasco Lake is in the center of the county, and Cayuga Lake forms part of the western boundary. Lake Ontario is on the northern border, and Skaneateles Lake and Cross Lake form part of the eastern border. The county has a total area of 864 square miles, of which 692 square miles is land and 172 square miles (20%) is water. Cayuga County has more waterfront land than any other county in the state not adjacent to the Atlantic Ocean. The county was named for one of the tribes of Indians in the Iroquois Confederation.

Cayuga County is strategically situated near major upstate population centers (Rochester, Syracuse) and is home to both major industrial enterprises and robust small businesses. The county-wide workforce of over 40,000 is heavily engaged in the agricultural, manufacturing and services sectors. The county is home to Cayuga Community College and Wells College. The cost of living in Cayuga County is 3% below the national average and 29% below the state average.



The City of Auburn (population 27,000) is Cayuga's county seat and its largest community. Auburn's first-rate historical and cultural attractions such as the Harriet Tubman Home (Underground Railroad) and Seward House Museum, which jumped to national attention in the best-selling book, 'Team of Rivals', blend with charming ethnic neighborhoods and first-class entertainment at the Merry-Go-Round Playhouse and Auburn Public Theater. Watch the Auburn Doubledays play baseball at Falcon Park or see where sound on film was invented at the Case Research Lab. Auburn is the location of many county-wide government offices, banking and finance, legal and medical services. Downtown Auburn is the hub of business activity and in the Downtown Business Improvement District alone there are over 200 retail, financial, food, entertainment and professional businesses as well as dozens of not-for-profit organizations and government agencies.

Cayuga County's smaller towns and villages are truly the essence of what the Finger Lakes are all about – rural charm with a sophisticated flair. Aurora, on the east side of the longest of the Finger Lakes, Cayuga Lake, has been said to have a 'Norman Rockwell' quality and it lives up to its reputation.