The Onondaga County Sheriff's Office is currently accepting applications for the position of:

Employee Relations Officer

Location: Onondaga County Sheriff's Office
Human Resources Section
Syracuse, NY

Salary: $54,092.

Hours of work: Monday through Friday 8:00 am-4:00 pm

Please submit a County application found on the Onondaga County Personnel website, cover letter and resume. Official job description, including minimum qualifications, can be found on the Personnel page at www.ongov.net.

Name and Address where Applications/Resumes should be directed:
Michelle Williams, Human Resources Supervisor
407 South State Street
Syracuse, NY 13202
Email: MichelleWilliams@ongov.net

"Onondaga County is an Affirmative Action/Equal Opportunity Employer"

The Onondaga County Sheriff's Office is seeking an Employee Relations Officer. This position assists in the preparation for, and conduct of, collective bargaining and negotiations, contract administration and discipline and grievance procedures. Knowledge of personnel administration and employee relations as practiced under applicable State, Federal and Civil Service labor legislation is preferred. Candidates will be required to undergo a polygraph examination, a comprehensive background investigation, and fingerprinting at a cost of $88.75. This will be a provisional appointment. Permanent appointment to this position will be subject to NYS Civil Service Laws and Rules.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Labor Relations, Personnel Administration, Public Administration, Business Administration, or a closely related field, and one (1) year of work experience, or its part time equivalent, that includes participation in collective bargaining negotiations, labor contract administration, and discipline and grievance procedures; or,

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with eighteen (18) credit hours in personnel, labor relations, public administration, business administration, or a closely related field, and two (2) years of work experience, or its part time equivalent, that includes participation in collective bargaining negotiations, labor contract administration, and discipline and grievance procedures; or,

C. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree with nine (9) credit hours in personnel, labor relations, public administration, business administration, or a closely related field, and four (4) years of work experience, or its part time equivalent, that includes participation in collective bargaining negotiations, labor contract administration, and discipline and grievance procedures; or,

D. Six (6) years of work experience, or its part time equivalent, that includes participation in collective bargaining negotiations, labor contract administration, and discipline and grievance procedures.

Note: Successful completion of graduate level credit hours in labor relations, personnel administration, public administration, business administration, or a closely related field, from a regionally accredited college or university or one accredited by the New York State Board of Regents, may be substituted for work experience as follows: thirty (30) credit hours is equivalent to one (1) year of work experience.