



County of Onondaga

**Personnel Department**

John H. Mulroy Civic Center, 11<sup>th</sup> Floor  
421 Montgomery Street, Syracuse, NY 13202  
Phone: 315.435.3537 Fax: 315.435.8272

[www.ongov.net](http://www.ongov.net)

**J. Ryan McMahon, II**  
County Executive

**Carlton Hummel**  
Commissioner

**The Onondaga County Department of Personnel is currently accepting applications for the position of:**

**Personnel Technician I (HELP Program)**

Location: 421 Montgomery Street, Syracuse, NY 13202

Salary Range: \$54,379 to \$72,088

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

The work involves responsibility for performing entry level, professional work as it relates to the administration of the New York State Civil Service Law and its rules, regulations and practices to civil divisions under the jurisdiction of the Onondaga County Department of Personnel. Performs a variety of duties related to merit system administration: position classification and preparation of job specifications; interpretation and application of State and local laws, rules, and regulations with respect to Civil Service; providing advice and guidance to municipal officials, administrators, and appointing authorities to encourage compliance with merit concepts.

**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 or higher; or,
- B. Four (4) years of paraprofessional or professional level work experience; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Name and Address where Applications/Resumes should be directed:**

Ann Debejian  
Director of Civil Service Administration  
Onondaga County Department of Personnel  
421 Montgomery Street  
Syracuse, NY 13202  
Email: [anndebejian@ongov.net](mailto:anndebejian@ongov.net)

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