

Job Description: Personnel Administrator (HELP Program)

Classification: Competitive (Exam waived under the HELP Program; candidates receive permanent civil service status upon meeting minimum requirements and successfully completing the probationary period).

Jurisdiction: Town of Cicero / Onondaga County Civil Service

Reports To: Town Comptroller

Position Summary

The Personnel Administrator performs complex, professional-level administrative work managing the day-to-day human resources and civil service operations for the municipality. Working under the direct supervision of the Town Comptroller, the employee ensures seamless integration between personnel administration, benefits management, and the town's financial and payroll systems. The role is responsible for ensuring strict compliance with New York State Civil Service Law, Onondaga County Civil Service Rules, and local town policies. General supervision may be exercised over subordinate clerical staff.

This is professional personnel work of a complex nature requiring a high degree of confidentiality, accuracy, and independent judgment. Operating under the administrative oversight of the Comptroller, the employee applies specialized knowledge of civil service procedures, employee benefits, and human resource management principles to protect the town's fiscal and operational health.

Key Responsibilities & Essential Duties

- **Civil Service & Personnel Compliance:** Serves as the primary liaison to the Onondaga County Department of Personnel; prepares and processes all civil service forms (e.g., personnel changes, appointments, roster updates) ensuring local compliance with New York State Civil Service Law.
- **Payroll & Finance Integration:** Works closely under the Comptroller to audit, verify, and certify personnel data, step-increases, salary rates, and titles for accuracy prior to payroll processing; flags and resolves any budgetary discrepancies regarding new hires or promotions.
- **Recruitment & Onboarding:** Manages the municipal job posting process; reviews applications against minimum qualifications; coordinates interviews, processes background checks, and conducts new-hire orientations.
- **Benefits & Retirement Administration:** Coordinates health, dental, vision, worker's compensation, and New York State and Local Retirement System (NYSLRS) enrollment;

coordinates with the Comptroller's office on premium payments, billing reconciliations, and open enrollment tracking.

- **Labor & Employee Relations:** Assists the Comptroller and town leadership in gathering historical fiscal and wage data for collective bargaining negotiations; interprets union contracts and town policy manuals; handles preliminary employee grievances and documentation.

- **Record Management:** Establishes and secures official personnel files, medical files, and history cards in accordance with state retention schedules. Required Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public personnel administration.

- Good knowledge of New York State Civil Service Law and local civil service rules.

- Basic understanding of municipal budgeting, payroll processing, and financial accountability structures.

- Ability to interpret complex laws, regulations, and labor agreements accurately.

- Strong written and verbal communication skills for interacting with department heads, elected officials, union reps, and the public.

- Proficiency with modern office software, payroll software, and HR information systems (HRIS).

- High level of integrity and the absolute ability to maintain strict confidentiality regarding employee data, financial records, and labor relation matters.

MINIMUM QUALIFICATIONS

Open Competitive:

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 and two (2) years of professional level work experience, or its part-time equivalent, in Personnel or Civil Service Administration, Employer/Employee Relations, Employment and Training or Job Development, Personnel Counseling or Placement, or a closely related field; or,

B. Six (6) years of paraprofessional or professional level work experience, or its part-time equivalent, at least two (2) years of which have been in a professional level capacity in Personnel or Civil Service Administration, Employee/Employer Relations, Employment and Training or Job Development, Personnel Counseling or Placement, or a closely related field; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Successful completion of graduate semester hours in Personnel, Labor Relations, Public Administration, or a closely related field from a regionally accredited or New York

State registered college or university may be substituted for work experience as follows: Thirty (30) graduate semester hours is equivalent to one (1) year of specialized work experience; sixty (60) graduate semester hours is equivalent to two (2) years of specialized work experience.

Estimated Salary & Benefits Overview

- Salary Range: \$56,000-70,000 annually (Dependent on experience and Town Board budget appropriations).

- Benefits Package:

- Enrollment in the New York State and Local Retirement System (NYSLRS)
- Comprehensive Health, Dental, and Vision coverage
- Paid Time Off (Vacation, Sick, and Personal Leave)
- Paid Holidays (11-13 days per municipal schedule)

How to Apply: Interested candidates should submit a resume and cover letter describing their relevant education, experience, and qualifications for the position.

Please submit application materials to:

Town of Cicero — Comptroller's Office Attention: Comptroller

Email: Comptroller@cicerony.gov

Application Deadline: November 13, 2026.