County of Onondaga
Personnel Department
John H. Mulroy Civic Center, 11th Floor
421 Montgomery Street, Syracuse, NY 13202
Phone: 315.435.3537 Fax: 315.435.8272
www.onondaga.gov

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

EMPLOYEE RELATIONS OFFICER (HELP PROGRAM)*

Location: 421 Montgomery Street, Syracuse, NY
Starting Salary Range: $77,150 - $81,000
Hours of work: 8:00 a.m. – 4:00 p.m., Monday – Friday
To Submit an Application, Click Here

The work involves responsibility for assisting the Director of Employee Relations in conducting a comprehensive Labor Relations program for Onondaga County Government. Under the general supervision of the Director of Employee Relations, an employee in this class manages and administers procedures and processes in employee relations, the major components of which are the preparation for and conduct of collective bargaining, administration of collective bargaining agreements, discipline and grievance activities, and investigations. The nature of the work requires an incumbent in this class to coordinate and implement policies and programs that affect terms and conditions of employment negotiated with a number of employee organizations. An employee in this class also coordinates and conducts research and analysis of numerical and narrative data which pertain to the employee relations process. Work is performed under the general supervision of the Director of Employee Relations with considerable leeway allowed for the exercise of independent judgement in representing management in a variety of employee relations areas.

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

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.

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Name and Address where Applications/Resumes should be directed:

John Kennedy
Director of Employee Relations
Onondaga County Department of Personnel
421 Montgomery Street
Syracuse, NY 13202
Email: JohnKennedy@onondaga.gov

This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.

Onondaga County is an affirmative action/equal opportunity employer and values diversity in the workplace. We encourage individuals from all backgrounds to apply.