



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 26-044 **POSTING DATE*:** FROM: 5/29/26 TO: Until filled

JOB TITLE: Human Resources Associate (Pending - Promotional)

RATE OF PAY: \$30.87/hr - \$38.12/hr

LOCATION: Ontario County Department of Human Resources

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS – PROMOTIONAL: Must possess in the Ontario County Department of Human Resources; EITHER:

1. One (1) year of Permanent Competitive Class status as a Human Resources Clerk; OR
2. Three (3) years of Permanent Non-Competitive Class status as a Human Resources Clerk (HELP Program); OR
3. A combination of (1) and (2) which equals no less than three (3) years of service in the Ontario County Department of Human Resources.

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

HUMAN RESOURCES ASSOCIATE

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS – OPEN-COMPETITIVE: Either:

1. Possession of a Bachelor's Degree, or higher; OR
2. Possession of an Associate's Degree AND two (2) years of full-time paid technical or support experience, or its part-time equivalent, in human resources management or a closely related field; OR
3. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, as described in (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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DISTINGUISHING FEATURES OF THE CLASS: This class involves assisting in the performance of a variety of functions related to the administration of the civil service, employee benefits, human resources and/or employee safety programs. The work is performed under the general supervision of the Director of Human Resources and other professional staff with wide leeway allowed for the exercise of independent decision making in rendering a variety of human resources services to departments and municipalities. The incumbent supervises clerical employees. The position requires occasional Saturday work as part of departmental operations. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts as a liaison to County departments and jurisdictions in such matters as reporting personnel changes, requesting eligible lists, payroll certifications, etc.;

Certifies accuracy and legality of personnel transactions, or requests missing information or corrective action so transactions are in conformance with standards;

Maintains employee roster records, personnel files and employee benefit records;

Notifies candidates of civil service examination results, canvasses civil service eligible list to determine availability for appointment;

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HUMAN RESOURCES ASSOCIATETYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Prepares and circulates list of eligibles to local civil service jurisdictions;
Makes initial determinations of eligibility for programs, benefits or positions based upon predetermined criteria;
Organizes, monitors, and administers Civil Service exams;
Answers inquiries from applicants, clients or other interested parties on specific laws, rules or procedures administered by the agency or department;
Assists the Safety Coordinator with safety training and compliance programs;
Provides guidance and training to subordinate employees;
Reviews work of subordinates for accuracy and timeliness;
Receives and approves requisitions;
Assists in employee benefits administration;
Assists in employee training programs;
May assist in policy development and implementation;
Maintains a variety of safety records and reports as needed;
May participate as a member of the County Employee Wellness Committee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of office management;
Good knowledge of records maintenance and personnel transactions;
Working knowledge of the principles and practices of public personnel administration;
Working knowledge of the principles and practices of position classification, job analysis, employee training and development, recruitment, and examinations;
Working knowledge of Civil Service Law and Rule;
Working knowledge of public administration as related to local government;
Working knowledge of benefits administration including health insurance and retirement processes;
Ability to plan, direct, supervise and evaluate the work of others;
Ability to conduct special studies related to human resources and civil service administration;
Ability to analyze and resolve complex problems;
Ability to communicate effectively in English both orally and in writing;
Ability to establish effective working relationships with local officials and the public;
Initiative and resourcefulness;
Sound professional judgment;
Physical condition commensurate with the demands of the position.

APPROVED: AUGUST 29, 2014

REVISED: 10/23/18; 7/20/22; 2/7/24; 5/29/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES