

## VACANCY NOTICE

**DATE:** April 25, 2025

**POSITION TITLE:** Human Resources Specialist

**ASSIGNMENT:** District Office

**CERTIFICATION:** Civil Service - Competitive

**START DATE:** As Soon As Possible

**MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in human resource management, labor relations, business administration, or public administration or a closely related field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and one (1) year of professional experience in public or private personnel administration that shall have included employee recruitment and placement or employment counseling or labor relations or similar work; **OR**
- C. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.

**NOTE:** Possession of a master's degree in areas described in "A" above may be substituted for one (1) year of experience described in "B" above.

**PRIMARY WORK ACTIVITIES:**

Typical activities characteristic of the class.

- Advises current and prospective employees on prospective employment, examination process, personnel policies, and Civil Service Rules;
- Reviews prospective employees' applications and schedules interviews;
- Follows-up on interviews, sends correspondence, processes paperwork for hire, conducts reference checks;
- Assists in the development and administration of substitute training programs;
- Administers human resource paperwork for completion, reviews and processes to payroll for hiring purposes;
- Assists in the preparation and processing of human resource paperwork for Board approval and maintains spreadsheets used for payroll purposes and review;
- Prepares, distributes, and monitors employment job postings as required for hiring purposes;
- Prepares a variety of reports and recommendations for the Assistant Superintendent within the District Office;
- Assists with entering absences, substitute scheduling, posting attendance in database, etc.;
- Prepares, collects, and updates information in spreadsheets for various State reporting;

## Posting # 25-102

- Assists with preparation of district correspondence as requested by Assistant Superintendent;
- Monitors and prepares civil service correspondence and paperwork as required;
- Acts as liaison to district administrators to review and track staff evaluations and logs into appropriate spreadsheets used for State reporting.

### **TERMS OF EMPLOYMENT:**

- Full-time, provisional appointment
- 12-month position
- \$52,827.00 per year (2024-2025 school year)
- Benefits as per contract

### **APPLICATION DEADLINE:** Open Until Filled

All applicants must submit a RecruitFront online employment application (found on our website: [www.mexicocsd.org](http://www.mexicocsd.org)), **including contact information for three professional references.**

### **Refer to posting #25-102 in all correspondence.**

Interested applicants must meet the minimum qualifications set by the Oswego County Human Resources Department. All candidates are required to take, pass, and appear on the list of eligible candidates for the Human Resources Specialist examination.

The Mexico Central School District is in compliance with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, physical handicap, and any other protected category under federal, state, or local law. EOE/AA

This position will be filled following Civil Service Law.