

The **Sullivan County Human Resources Department** is seeking to fill the following position:

**DEPUTY COMMISSIONER OF HUMAN RESOURCES**

This position involves responsibility for planning, coordinating and directing human resource-related functions, including, but not limited to, policy development, employee relations, compensation, tuition reimbursement programs, unemployment claims, supervisor training and development, affirmative action, Family Medical Leave, and investigations. The work is performed under the direct supervision of the Commissioner of Human Resources/Personnel Officer in accordance with established policies and procedures, with leeway allowed for high-level decision making and exercise of independent judgment in carrying out the day-to-day activities. Supervision is exercised over subordinate staff.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher, and two (2) years of experience in personnel administration or labor relations, which shall have included conducting investigations, administering Family Medical Leave, Americans with Disabilities requests, administering employee contracts; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and four (4) years of experience as described in (A) above; or

**SALARY: \$76,880.00 - \$92,372.00**

**APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>**

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

**EEO/AA Employer**

**M/F/D/V**

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.